

Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 15, 2006

Attendance:

Board Members: Voting: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Rose Eckman; Glenn Landis; Sue Leggett; Marianne Melleby.
Non-voting: Patricia Cox; Bernard Gordon; Martin Hudacs; Virginia McGrath; Kay Rohrer; Fay Snyder.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Financial Coordinator; Donna Brice, Acquisitions Manager; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; Rhonda Kleiman, Business Information Coordinator.

Guests: Katrina Anderson, Director, Quarryville Library; Barbara Basile, Director, Manheim Community Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Pat Ditzler, President, Lancaster Public Library Board; Jennifer Raimo, Director, Ephrata Public Library.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Diehl at 7: 08 PM on Tuesday, August 15, 2006, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the July 18, 2006, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Dale Reinecker referred to the July 2006 financial reports, as included in the Board mailing. He reported that expenses should be at 59%. Review of items differing from that amount was discussed, and the following motion was made.

Motion

On motion by Glenn Landis, the System Board of Directors directed that the July 2006 Financial Report be filed for audit. Motion carried 6 – 0.

2005 Audit

Reinecker referred to the 2005 audit, sent electronically to Board members. He reported that the Finance Committee has reviewed the audit, and noted that, as advised in the Management Letter, a Personal

Use Policy is being developed. After discussion, the following motion was made.

Motion On motion by Dale Reinecker, the System Board of Directors accepted the 2005 audit, as prepared by Sager, Swisher and Company. Motion carried 6 – 0.

Bernie Gordon commended Library System staff for their excellent work, and recommended that a letter be written reflecting the Board's acknowledgement and appreciation. After discussion, the following motion was made.

Motion On motion by Bernie Gordon, the System Board of Directors directed that a letter be sent to the Library System staff to acknowledge their excellent work on the audit, budget and delivery of service. Motion carried 6 – 0.

President's Report President Diehl reported on the strategy session held on August 2, 2006, at the Quarryville Library, to strategize on how to approach the County Commissioners for future funding. He noted that although a quorum was present, no action was taken.

Library System Administrator's Report In addition to her written report included in the Board mailing and sent electronically to Library Board Presidents and the News mail list, Susan Hauer reported the following: 1) Two employees have announced their intention to leave Library System employment – Donna Brice, Acquisitions Manager, will return to public library service when she joins the staff of the Ephrata Public Library in September; Steve Ness, Cataloger, will return to the Mennonite Historical Society as its library director, at the end of 2006. An assessment of the Collection Development and Technical Services Department will be conducted to determine the most effective use of resources prior to filling the vacancies. 2) Jennifer Fiene, Lancaster Public Library; and Ed Miller, Library System, have been awarded Library Services and Technology Act (LSTA) grants for assistance in the pursuit of their master's degrees in librarianship. 3) A grant application of \$90,000 in LSTA funds will be submitted to Commonwealth Libraries for the Health Information Access Project, a public library initiative in partnership with Lancaster General Hospital and the United Way of Lancaster County. 4) Sue Young, Financial Coordinator, has received proposals for banking services from four banks. Greg Diehl excused himself from the process. 5) The System payroll will be outsourced to Total Payroll beginning in September.

District Center Library In the absence of Joyce Sands, District Consultant, Greg Diehl referred Board members to the written District Consultant's report included in the Board mailing.

Directors Council Report Katrina Anderson, Directors Council Liaison, referred to the notes from the Directors Council meeting, sent electronically to each Board member and provided as hardcopies at each Board member seat. She reported that the Directors Council would welcome a System Board representative to attend their meetings and report to the System Board. She noted the proposed changes to the state's minimum wage.

Standing Committees

Executive

Greg Diehl referred to a suggestion made at a previous meeting that a consent agenda be utilized for Board meetings. He reported that the Executive Committee discussed the suggestion and recommends that a consent agenda is not ordinarily needed, and that it may be used at some point, at the discretion of the Board President.

He reported that in response to a suggestion to develop a Conflict of Interest policy, he has asked the Human Resources Committee to research the topic and report back to the Board.

Finance

Dale Reinecker referred to the Proposed 2006 Amended Budget, which was included in the Board mailing. He noted that budgeted amounts in some categories have been rearranged, but the total budget amount has not changed.

Motion

On motion by Dale Reinecker, the System Board of Directors approved the 2006 Amended Budget and its use to begin to build the 2007 budget. Motion carried 6 – 0.

Human Resources

Bud Rettew, Chair, reported that he is gathering information regarding Conflict of Interest. He will forward the information to the Committee and request feedback, after which a meeting will be scheduled.

Legislative Council

Fay Snyder, Chair, reported that a meeting has been scheduled for Thursday, September 14, 4:30 PM, at the System office. The purpose will be to review where we are, where we want to go, and what to focus on.

{NOTE: The meeting was later rescheduled to October 12, 2006.}

Ad Hoc Committees

Funding Task Force

Sue Leggett, Chair, reported that the task force and the four subgroups have been busy, with communication on many levels. A full Funding Task Force meeting is scheduled for Wednesday, August 23, 6:00 to 7:00 PM, at the System office. A proposed 2007 budget will be presented to the Finance Committee in September, with hopes to present it to the System Board at its September meeting. {NOTE: The August 23 meeting was not held.}

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| Bylaws | Greg Diehl, Chair, asked that the Proposed Modifications to the System Board be presented to each member library board, if it has not already been done. Feedback will be compiled, and a Bylaws meeting will be held after the September System Board meeting. |
| Unfinished Business | None. |
| New Business | None. |
| General Comment | Jennifer Raimo commented on the improved communication; Kay Rohrer acknowledged and thanked Sue Leggett for facilitating the Funding Task Force. |
| Next Meeting | The next meeting is scheduled for Tuesday, September 19, 2006, 7:00 PM, Library System office. |
| Adjournment | |
| Motion | It was moved by Dale Reinecker that the meeting be adjourned at 8:05 PM. Motion carried 6 – 0. |

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary