

Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 20, 2014

Attendance:

Board Members: Brandon Danz, President; André Fouchet, Secretary; Russell Miller, Treasurer; Christina Diehl; Terry Kauffman; Mendi Lowe

System Staff: Bill Hudson, Administrator; James D. Showalter, Financial Manager; Stephanie Zimmerman, Training and Development Coordinator; Sylvia Brennen, Cataloger

Guests: Donna Brice, Director, ELANCO Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, Lititz Public Library Board; Kristin Fernitz, Director, Strasburg-Heisler Library; John Muir, Sager and Swisher.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Danz at 6:37 PM on Wednesday, August 20, 2014, at the Library System office. A quorum was present.

Public Comment None

2013 Financial Audit John Muir of the accounting firm Sager and Swisher presented the findings of the financial audit of the 2013 organizational finances. Mr. Muir reported that the audit found no problems and was considered an “unqualified” audit. Mr. Muir credited the work of Jim Showalter and Bill Hudson for running a “tight ship.” Jim Showalter thanked Mr. Muir and added that the entire staff contributed to the success. Bill Hudson asked what a management letter was and the implications of the LSLC audit not including a management letter. Mr. Muir described the features of a management letter. He remarked that none was included with the audit because the organization’s internal controls are “textbook” and his firm had no recommendations for improvement. Brandon Danz, President thanked Mr. Muir for his time and effort.

Andre Fouchet, Secretary made the motion to accept the 2013 Financial Audit. Russ Miller, Treasurer seconded the motion. The motion carried unanimously.

Secretary’s Report
Minutes

Approval

André Fouchet, Secretary, referred to the minutes of the June, 2014, meeting, as included in the Board mailing. The minutes were approved as presented.

President's Report President Danz congratulated Jim Showalter and the LSLC staff for the great work that lead to a clean audit. He went on record to thank the County Commissioners for providing James Cowhey of the County's planning department to assist with the LSLC strategic planning process. He congratulated the Lancaster Public Library for receiving a bequest of over \$300,000 from the estate of Anna Sparks. He also congratulated library director Donna Brice for her upcoming appointed to the presidency of the national Association for Rural and Small Libraries.

Administrator's Report In addition to his written report included in the Board mailing, Bill Hudson reported that he would pass on the IT Code of Conduct Policy to the board's governance committee for review. He also gave an update to the board about the search for the new manager of the Information Technology department.

Directors' Council Report Deb Drury, Directors' Council Liaison, responded to a question from Andre Fouchet about opposition some libraries have to the Public Awareness Campaign. Ms. Drury reported that there is not a complete understanding of the intent of the campaign and some libraries are concerned about how the campaign will be funded.

Treasurer's Report Russell Miller ,Treasurer, referred to the July 2014 financial report, as included in the Board mailing. He reported that LSLC is currently favorable with regards to the budget, due to: salary savings as the result of open positions and additional revenues from the EITC program and unexpected grants. After discussion, the following motion was made:

Motion On motion by Russell Miller, the System Board of Directors directed that the July 2014 Financial Report be filed for audit. Motion carried unanimously.

Committees

Finance Russell Miller, Treasurer, reported that the Finance committee met and after reviewing the July financials, had some general discussion about 2015 budget strategies.

Personnel Terry Kauffman reported that the Personnel committee had nothing to report.

Development Terry Kauffman reported that the committee met with Rebecca Denlinger to discuss projects to be funded by direct solicitation, grant funds, EITC funds,

etc. He reported that Ms. Denlinger was already at work on the project. Mr. Kauffman expressed his confidence in Ms. Denlinger's competency and fit for the project.

Old Business

None

3-Point Summary to Directors' Council

The Board chose the following three points to include in the summary for reporting to the Directors' Council: 1) The audit of the Library System's 2013 was presented by the accounting firm Sager and Swisher. The audit was given as "unqualified" i.e. no problems were found; 2) Rebecca Denlinger has been selected to lead the effort to raise funds for a selection of countywide projects/programs; 3) The process to create the 2015-2017 strategic plan has begun

Public Comment Executive Session

None
None

Adjournment

Motion

It was moved by that the meeting be adjourned at 7:18 PM. Motion carried unanimously.

Next Meeting

The next regular meeting is scheduled for Wednesday, September 17, 2014, 6:30 PM. at the Library System office.

Respectfully submitted,

Bill Hudson