

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
December 16, 2003

Attendance:

Board Members: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Sue Leggett, Wayne Murphy, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Robert McCarthy, Marianne Melleby, Dale Reinecker, Bud Rettew, Non-Voting Members.

System Staff: Susan L. Hauer, Library System Administrator; Shannon Pierce, Finance Coordinator; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Ed Miller, Special Services Coordinator.

Guests: Deborah Beisell, Administrator, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; JoAnne Foss, Executive Director, Lancaster County Library; Herb Landau, Director, Milanof-Schock Library; Joseph McIlhenney, District Consultant; Margaret Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Bonnie Young, Director, Lititz 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 Duff at 7:20 PM on Tuesday, December 16, 2003, at the Lititz Public Library. A quorum was present.

Secretary's Report  
Minutes

**Approval**

Mike Ireland referred to the minutes of the November 18, 2003, meeting, as included in the Board mailing. The minutes were approved as presented.

Schedule of 2004  
Meeting Dates

Mike Ireland referred to the draft copy of System Board meeting dates for 2004. There was discussion regarding the possible need to change some of the meeting dates.

**Motion**

On motion by Dale Reinecker, the System Board of Directors approved the proposed System Board meeting dates for 2004, with the understanding that some revision of the schedule may be necessary throughout the year. Motion carried 7 – 0.

Treasurer's Report

Mike Ireland reported that the Finance Report for November 2003 has been reviewed by the Finance Committee, with no unusual findings. After discussion, the following motion was made:

**Motion**

On motion by Mike Ireland, the System Board of Directors directed that the November 2003 Financial Report be filed for audit. Motion carried 7 – 0.

President's Report President Duff updated the Board on what is known of the state budget at this time.

System Administrator's Report Susan Hauer reported on her activities to date: 1) She worked with Representative Baldwin's staff and the lobbyist for utilities to have UGI's \$1,000 security deposit for the Library System's gas service waived; 2) She thanked everyone who has been working diligently to have library funding restored.

Standing Committee Reports

Personnel No report.

Finance/Budget Review Mike Ireland asked Susan Hauer to report on the 2004 Library System budget, which reflects the proposed cut in state funding: 1) It includes one new staff member – Jennifer McMorris, Receptionist, who will begin employment as of January 1, 2004, and will assist with general office duties; 2) the benefits lines shows a 20% increase in the cost of medical insurance. She reviewed the budget line-by-line and answered questions.

Ireland then referred to the Board motion approved at the October 2003 meeting concerning the \$100,000 distribution to member libraries. He explained the three different distribution proposals distributed to the Board, and reported the Finance Committee's recommendation. He moved that the following amended motion, which will supercede the October motion, be approved:

**Amended Motion** Whereas the Commonwealth of Pennsylvania has not resolved the current budget dispute, and

Recognizing that going forward, member libraries still have the need for improvement and maintenance of services,

The Finance Committee recommends that \$100,000 be distributed according to a revised schedule that employs a uniform or flat grant amount based on half, or \$50,000, and that the second half, or \$50,000, be distributed based on a percentage of each member library's 2002 personnel expenditures.

The Finance Committee further recommends that this funding, which is reallocated from County Funds, be dedicated to local service improvement specifically in the areas of personnel and staffing in our member libraries.

Motion carried 7 – 0.

Ireland noted that the checks will be cut the day after approval, and they must be deposited during 2003.

Contract Review No report.

Provisional  
Committee  
Reports

Nominating  
Committee

Wayne Murphy asked Donna Westerhoff to report on the status of the change in voting Board members. She reported that she was informed in a phone call from the Commissioners' office that the rotation of Greg Diehl and Glenn Landis has been approved, and that letters of confirmation will be sent to them, Joe Duff and Susan Hauer.

Murphy reported that, as required by the Library System Bylaws, the Commissioners have been notified in writing of the slate of officers for 2004.

District Center  
Library

Plan for Use of  
State Aid  
2004

Joseph McIlhenney, District Consultant, reported on the status of the Plan for Use of State Aid for 2004. He has reviewed the libraries' reports and has distributed signed copies to them. There was lengthy discussion on the 12% plus 5% standard from the code. He and Susan Hauer will meet to determine the state's interpretation of the guidelines.

Technology  
Strategic Plan

Bill Hudson reported that the previous Technology Strategic Plan covered 2001 – 2004, and it will expire on January 1, 2004. Therefore, he is developing a temporary plan to be put in place by December 31, 2003. Early in 2004, he will ask for names of board members, directors, staff, and community stakeholders to form a committee charged with development of the plan for 2004 – 2008.

Leadership  
Advantage  
Seminar

Mary Ann Heltshe-Steinhauer reported on the Leadership Advantage Seminar, organized by Leadership Lancaster. It is scheduled for February 7 from 7:45 AM – 12:30 PM, and is geared to the trustee and management development. The Library System will underwrite two persons, board or staff, from each library to attend the workshop. Immediate registration is strongly recommended, as there are a limited number of spaces available.

Clarification of  
Membership  
Agreement,  
Section 2M

Susan Hauer referred to a rewording of Section 2M of the membership agreement. After discussion and clarification of wording, the System Board, as representatives of the libraries, agreed to sign the revised amendment to the Membership Agreement, and the following motion was made.

**Motion**

It was moved by Mike Ireland to accept the revised wording of Section 2M of the Membership Agreement, as follows: "Agree to send at least one Board member to System Board Development workshops, annual State Trustee Institutes and three System Advisory Council meetings. A total incentive payment of up to \$1,000 for perfect attendance, or a prorated amount of \$200 per event for partial attendance, will be paid from

County funds to libraries that comply with these requirements.” Motion carried 7 – 0.

Signing of  
Membership  
Agreement with  
Exception

Joe Duff reported that one library signed the agreement, but made changes to Section 2L, concerning the percentage of purchases through Collection Development and Technical Services. Extensive discussion followed. The Board agreed that the spirit of Section 2L should be a “good faith effort” to fulfill the agreement. The following motion was made.

**Motion**

It was moved by Glenn Landis that the words “good faith effort” be added to Section 2L of the Membership Agreement. Motion carried 7 – 0.

New Business  
Lobbying  
County  
Commissioners  
for Library  
Funding

Wayne Murphy reported that he met with the County Commissioners-elect to discuss library funding, and was told by Commissioner-elect Shellenberger that the Commissioners can revisit the budget during January.

General Comment

Jennifer Raimo noted that purchasing materials via Collection Development and Technical Services benefits all libraries, through added discounts and decreased shipping for large-volume ordering.

Next Meeting

The next meeting is scheduled for Tuesday, January 20, 2004, 7:00 PM, Library System office.

Adjournment

**Motion**

It was moved by Wayne Murphy that the meeting be adjourned at 9:10 PM. Motion carried 7 – 0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary