

Library System of Lancaster County
Minutes of the Board of Directors Meeting
December 13, 2005

Attendance:

Board Members: Voting: Janet Chalfant, Vice President; Greg Diehl, Secretary/Treasurer; Rose Eckman; Glenn Landis; Marianne Melleby; Kay Rohrer. Absent: Fay Snyder, President.
Non-voting: Bernard Gordon; Dale Reinecker; Bud Rettew. Absent: Trish Cox; Sue Leggett; Molly Henderson, Lancaster County Commission.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Mary Lou Walker, Cataloging Manager.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Joanne Milasus, Administrator, Columbia Public Library; Joyce Sands, District Consultant; Susan Tennant, 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 Vice President Chalfant at 7:10 PM on Tuesday, December 13, 2005, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the November 15, 2005, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl referred to the November 2005 financial reports, as distributed to the Board. He noted that Commonwealth Libraries sent an accelerated payment of \$60,176 of the LSTA grant to cover the initial costs for the wireless hotspots. He reported that the Finance Committee has reviewed the report. Spending is on track for December, and there are no unexpected variances. After discussion, the following motion was made.

Motion

On motion by Greg Diehl, the System Board of Directors directed that the November 2005 Financial Report be filed for audit. Motion carried 6 – 0.

New Board Member

Vice President Chalfant reported that, per the Bylaws, the Commissioners approve the nomination of a voting member to the System Board. The Columbia Public Library Board nominated Rose Eckman to fill the

unexpired term of Robert McCarthy, and the Commissioners have approved her appointment. Her first term will end in January 2009.

Administrator's
Report

In addition to her written report included in the Board mailing, Susan Hauer reported that, to date, libraries have requested \$252,000 in new money for 2006 from the Commissioners' Incentive Grant. Several libraries reported on the results of their municipal funding requests.

Referring to the System Board Retreat, scheduled for Saturday, January 14, a suggestion was made that, in the future, meetings of the Board should be discussed by the full Board.

District Center
Library

Joyce Sands, District Consultant, reported on the following: 1) The Plan for Use of State Aid forms have been delivered to Commonwealth Libraries; 2) She and Susan Hauer attended a combined System/District meeting held by Commonwealth Libraries to address trustee training. They will use the Trustee Training Toolkit to plan presentations available to member library boards; 3) Diane Pawling, Business Reference Librarian, began employment at Lancaster Public Library. Sands, Pawling, Hauer and Rhonda Kleiman, Business Information Coordinator, met with Tom Baldrige, President of the Lancaster Chamber, to discuss Chamber support of the BIZ activities.

Directors Council
Report

In addition to her written report included in the Board mailing, Susan Tennant, Directors Council Liaison to the System Board, reported that Directors are looking at the New York Times Bestseller program to determine if, after a year, it is the best use of funds for collections.

Standing Committee Reports

Executive

Vice President Chalfant reported that the Committee discussed the recommendations made by the Directors Council, with the following conclusions: 1) During full Board discussion, it was decided that the incoming Executive Committee should decide if the Directors Council Chair or Vice Chair will be invited to attend Executive Committee meetings; 2) Directors Council participation on Committees will be discussed at the upcoming Board Retreat; and 3) Documents not requiring Board action will be sent via email, along with the agenda, to Board Presidents and Library Directors.

Finance

Greg Diehl, Chair, reported the Committee is examining fiscal oversight and the check run procedures.

Human
Resources

Bud Rettew, Chair, reported that job descriptions have been completed, and employee evaluations will be complete by the end of the year. The

review and updating of job descriptions will be a part of the evaluation process in the future.

Legislative
Council No report.

Nominating No report.

Ad Hoc Committee Reports

Funding Task
Force No report.

PLEDGE Donna Westerhoff reported that PLEDGE reimbursed the System \$698, and owes approximately \$1,250. Three libraries have not paid their \$350, and two paid less than the \$350 request. If all libraries paid their share, PLEDGE would collect an additional \$1,400, more than enough to reimburse the System the full amount it paid in PLEDGE bills.

System
Membership
Agreement Vice President Chalfant reported that, to date, two signed endorsement pages have been submitted to the System.

Bylaws No report.

Unfinished Business Vice President Chalfant reported that letters of appreciation to Joe Duff and Bob McCarthy are being drafted.

Trustee Award Donna Westerhoff reported that the Trustee Award Committee is comprised of the System Executive Committee (Fay Snyder, Janet Chalfant, and Greg Diehl); the Directors Council Chair (Sandy Dinoff) and Vice Chair (Susan Tennant); Susan Hauer; and Westerhoff. A meeting to choose the Trustee of the Year for 2006 is scheduled for December 20. To date, two nominations have been received. Westerhoff reported that nominations will be accepted until the day of the meeting, and she encouraged the re-submission of nominations made in past years but not chosen for the award.

New Business

Annual Meeting Vice President Chalfant reminded attendees that the Annual Meeting is scheduled for Tuesday, January 17, 2006, at the Franklin & Marshall College Library. Susan Hauer will report on the Annual Meeting later in the Board meeting.

Ressler Mill Foundation Grant Susan Hauer asked the Board to approve the submission of a grant application for \$10,000 to the Ressler Mill Foundation for the Book & Cassette Read-Along Collections at each library and the Bookmobile. The program is intended to promote the development of children's pre-reading skills and support the Pennsylvania Early Learning Standards for Pre-Kindergarten. After discussion, the following motion was made.

Motion It was moved by Glenn Landis and seconded by Greg Diehl to approve the submission of a grant request in the amount of \$10,000 to the Ressler Mill Foundation to fund children's Book & Cassette Read-Along Collections at each public library in Lancaster County and the Bookmobile. Motion carried 6 – 0.

2006 Meeting Dates Vice President Chalfant referred to the Schedule of 2006 Meeting Dates included in the Board mailing. Of the two choices for December dates, the Board preferred December 12. There was consensus that the dates were acceptable at this time. Per the Bylaws, action to approve the 2006 System Board meeting schedule will be taken at the Annual Meeting.

General Comment Susan Hauer reviewed materials that will be used at the System Board Retreat on Saturday, January 14. She noted that the event will be facilitated by Brian Dombach and Paul Currie from Action International Business Coaching.

Referring to the Annual Meeting, Hauer reported that refreshments will be served at 6:30 PM; the Annual Meeting, including the election of officers, will be at 7:00 PM; and Keynote Speaker, Leslie Burger, Incoming President, American Library Association, will speak at 7:30.

Next Meeting The next meeting is the Annual Meeting, previously reported as scheduled for Tuesday, January 17, 2006. The next regular meeting is scheduled for Tuesday, February 21, 2006, 7:00 PM, Library System office.

Adjournment

Motion It was moved by Dale Reinecker that the meeting be adjourned at 7:50 PM. Motion carried 6 – 0.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary