

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
December 12, 2006

Attendance:

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

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Financial Coordinator; Mark Sandblade, Assistant Manager, Information Technology.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Pat Ditzler, President, Lancaster Public Library Board; Todd Fabian, Director, ELANCO Library; Jennifer Raimo, Director, Ephrata Public Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Joyce Sands, District Consultant; Kathy Thren, Director, Adamstown Area Library.

Guest

Presenters: Scott Burky, Dragon Lalovic, and Bob Melcher, D&E Communications.

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 7:10 PM on Tuesday, December 12, 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 November 14, 2006, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Glenn Landis reported for Dale Reinecker, Treasurer. Landis referred to the November 2006 financial report, as included in the Board mailing, and reported that the Finance Committee has reviewed the report. He noted that spending should be at 92% and referred to the accompanying memo detailing variances. He reported a November ending balance of \$1,063,210.58. After discussion, the following motion was made.

|   |  |
|---|--|
| <b>Motion</b>                                 | On motion by Bud Rettew, the System Board directed that the November 2006 Financial Report be filed for audit. Motion carried 5 – 0.   |
| President's Report                            | President Diehl reported that there will be an Executive Session for personnel issues immediately following the regular meeting.   |
| Presentation:<br>Wide Area<br>Network Upgrade | <p>Mark Sandblade introduced Bob Melcher, Scott Burky and Dragon Lalovic from D&amp;E Communications. It was reported that the current contract with D&amp;E is in effect until July 2007, but the e-rate plan must be submitted in February 2007. After the presentation, the D&amp;E representatives answered questions, and then left the meeting. Discussion followed, with Sandblade addressing additional questions. Authorization will be needed from the Board to spend the additional \$72,280 above the 2007 budget for upfront hardware costs and ½ the annual cost. We would negotiate a three-year contract, which would add approximately \$85,000 to 2008, 2009, and 2010, or about \$160,500 per year after e-rate. Currently we budget \$75,000 for WAN costs.</p> <p>The projected implementation for the upgrade will most likely be late summer of 2007.</p> |
| System<br>Administrator's<br>Report           | Susan Hauer referred to her written report included in the Board mailing and sent electronically to Library Board Presidents and the News mail list, and noted no additional information.  |
| District Center<br>Library                    | <p>Joyce Sands, District Consultant, referred to her written report included in the Board mailing. She noted that \$15,000 from the 2006/2007 District budget will be used for Language Lines, phone interpretation services in 170 languages, for each library and the bookmobile. Implementation is expected to be in the first quarter of 2007.</p> <p>She reported that Lancaster Public Library was awarded a Keystone Grant for \$500,000, for renovation and expansion to the Duke Street facility.</p>   |
| Directors Council<br>Report                   | Deb Beisell, Directors Council Liaison, referred to the Directors Council report included in the Board mailing, and offered to answer questions. She noted that several libraries have down-loadable books, and this expanding service coincides with the Wide Area Network upgrade.   |
| <u>Standing Committees</u><br>Executive       | President Diehl reported that an the topic of discussion at the December 8 meeting was the Wide Area Network and Susan Hauer's evaluation. Board development will be discussed at a future meeting.  |

|                                  |   |
|----------------------------------|---|
| Finance                          | No report, beyond finance reports presented previously.   |
| Human Resources                  | Bud Rettew, Chair, reported that the Committee will meet on December 14, at which time they hope to finalize the draft of the Conflict of Interest and Ethics policies. After approval by the System attorney, the document will be distributed to the Board for action at its January meeting.   |
| Legislative Council              | Fay Snyder, Chair, reported that the Council will schedule a meeting after the holidays. She referred to a message sent via Commonwealth Libraries' statewide mailing list, encouraging libraries to invite their new legislators to library board meetings.  |
| Nominating                       | Martin Hudacs, Chair, reported that, as per the Bylaws, the Commissioners and the System Board have been notified of the proposed slate of officers for 2007.   |
| <u>Ad Hoc Committees</u>         |   |
| Bylaws                           | President Diehl reported that a future item for the Bylaws Committee to consider is officer terms.  |
| Joint Committee on Communication | No report.  |
| System Membership Agreement      | Fay Snyder, Chair, reported that the Committee has been meeting regularly and is making progress. It is anticipated that the agreement will be presented to the Board in January.   |
| Unfinished Business              | <p>There was a question about when Funding Task Force subcommittees will resume meetings. They will begin again after the holidays.</p> <p>Susan Hauer reported that the Commissioners' projection of \$2.2 million budgeted to libraries still stands. This includes a \$2 million allocation, plus \$200,000 matching grant. She attended the Commissioners' budget review meeting, and libraries were not discussed.</p> |
| New Business                     | None.   |
| General Comment                  | A comment was made concerning West Earl Township pulling library funding, and the opinion that this is a Systemwide issue, not just a local library issue. It was reported that West Earl will survey its citizens for their opinions on supporting the library.  |
| Next Meeting                     | The next meeting is the Annual Meeting, scheduled for Tuesday, January 16, 2007, time and location to be determined.  |

Board of Directors  
December 12, 2006  
Page 4

Executive Session      It was moved by Dale Reinecker to adjourn to Executive Session at 8:45 PM for personnel issues. Motion carried 5 – 0.

The Board meeting reconvened at 9:58 PM.

**Motion**                On motion by Bud Rettew, the System Board of Directors approved the Executive Committee's recommended compensation award to Susan Hauer, System Administrator. Motion carried 5 – 0.

Adjournment

**Motion**                It was moved by Bud Rettew that the meeting be adjourned at 10:05 PM. Motion carried 5 – 0.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary