

Library System of Lancaster County
Minutes of the Board of Directors Meeting
February 15, 2001

Present: Pixie Berman, President; Nancy Frankhouser, Vice President; Richard Heilig, Secretary/Treasurer; Marian R. Gerhart, Terry L. Kauffman, Terry W. Reber; Paul Thibault, Chairman, Lancaster County Commission; Mary Ellen Pellington, Executive Director; Shannon Berg, Accountant; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Mary Ann Heltshe, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Katrina Anderson, Director, Quarryville Library; Rosiland Bacon, Treasurer, Lancaster Area Library Board; Sandy Dinoff, Director, Strasburg-Heisler Library; Barbara Grater, Ephrata Public Library Board; Penelope Klein, Director, Adamstown Area Library; Glenn Landis, President, Lititz Public Library Board; Robert L. Spotts, Vice President, ELANCO Library Board; James Stetina, Executive Director, Lancaster Area Library; Bonnie Young, Acting 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 Berman at 4:05 PM on Thursday, February 15, 2001, in the 6th Floor Conference Room of the Lancaster County Courthouse. A quorum was present.

Secretary's Report
Minutes Pixie Berman referred to the minutes of the January 11, 2001, meeting, as included in the Board mailing, and requested that they be amended to reflect the following motions:

Motion It was moved by Nancy Frankhouser and seconded by Marian Gerhart to adjourn Executive Session at 5:35 PM. Motion carried 4-0.

Motion It was moved by Nancy Frankhouser and seconded by Terry Reber to approve personnel actions as on file. Motion carried 4-0.

Motion It was moved by Terry Reber and seconded by Nancy Frankhouser that the meeting be adjourned at 5:40 PM. Motion carried 4-0.

The minutes were approved as amended.

President's Report President Berman reported that she and Richard Heilig met with Commissioner Thibault in January regarding funding and to update him on the new District/System design. She congratulated Mary Ellen Pellington and staff on receiving a Steinman grant for \$6,000 in support of the 1st Annual Friends Author Luncheon.

Executive Director's Report In addition to her written report included in the Board mailing, Mary Ellen Pellington reported on the following: she introduced Shannon Berg, System Accountant, who began employment on January 18; announced the Friends Author Luncheon to be held April 5, at the Palm Court, Willow Valley; she provided for review the Business Information

Training Manual developed by Rhonda Kleiman, and discussed Ms. Kleiman's staff training schedule and stated that it was a pleasure to partner with the Lancaster Planning Commission on this program. Terry Kauffman applauded the efforts of Ms. Pellington on the program, stating that it was a good partnership between government, the Library System and member libraries. Ms. Pellington updated the Board on the current status of the Children's Internet Protection Act and will continue to monitor the situation; between February 28 and April 20, eight district services will be reviewed by Commonwealth Libraries and identified experts; and three demonstrations with vendors of automation systems are scheduled during March.

Ms. Pellington reported that the Governor's 2001-02 Proposed Budget includes \$13 million for public libraries, reflected an anticipated increase of over \$200,000 for Lancaster County.

Ms. Pellington discussed the request to submit an LSTA grant application in partnership with school libraries to develop a prototype for statewide public relations for the POWER Library. After discussion, the following motion was made.

Motion On motion by Nancy Frankhouser and second by Terry Kauffman, the System Board of Directors approved submission of a Library Services and Technology Act (LSTA) grant application in the amount of \$48,525 to the Commonwealth Libraries to develop a POWER Library public relations prototype. Motion carried 6-0.

Treasurer's Report Richard Heilig referred to the January Financial Report and noted that one month into the new budget, the Library System is on target. Mary Ellen Pellington noted that the Bookmobile generator has been down several times, but is still under warranty. After discussion, Mr. Heilig recommended that the financial report be filed for audit, and Ms. Berman so directed.

Mr. Heilig referred to a letter from John D. Murr, CPA, Sager Swisher & Company, dated January 2, 2001, in which Mr. Murr states his agreement with the suggestion that Library System checks under \$250 be signed by only one party. After discussion, the following motion was made.

Motion On motion by Richard Heilig and second by Terry Reber, the System Board of Directors approved that one signature be required on checks of \$250 and under, and that two signatures be required on checks over \$250. Motion carried 6-0.

Public Comment Jim Stetina reported that the new emergency generator recently installed in the Lancaster Area Library operated as hoped during the recent electrical outage in downtown Lancaster; Katrina Anderson reminded everyone that the opening of the new Quarryville Library building will be on April 1; Bonnie Grater expressed gratitude at the continued contact with the County Commissioners; Ros Bacon thanked the Library System

for the QuickBooks software.

Next Meeting The next meeting is scheduled for Thursday, March 8, 2001, 4:00 PM, 5th Floor Conference Room, Lancaster County Courthouse.

Board Marian Gerhart, Chair, Long Range Strategic Plan Review Committee
Announcement reported that the following had been appointed by President Berman to serve on the committee: Nancy Frankhouser, Nancy Dyrness, Frances Myers, Jennifer Raimo, Virginia McGrath, Mike Ireland, Jim Stetina, and Robert Gingham. The committee will meet on Saturday, March 24, 9:00 AM, at Willow Valley Manor, and packets of information will be sent to all members in the near future.

Adjournment

Motion It was moved by Richard Heilig and seconded by Terry Reber that the meeting be adjourned at 4:40 PM. Motion carried 6-0.

djw

APPROVED
as presented
March 8, 2001

Pixie Berman, President

Richard Heilig, Secretary