

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
February 25, 2003

Present: Joe Duff, President; Fay Snyder, Vice President; Janet Chalfant, Wayne Murphy, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Robert McCarthy, Marianne Melleby, Dale Reinecker, Bud Rettew, Non-Voting Members; Barbara Grater, Interim System Coordinator; Shannon Berg, Head of Finance; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Steve Schlegel, Training Coordinator; Katrina Anderson, Director, Quarryville Library; Jack Bryer, President, Pequea Valley Public Library Board; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; JoAnne Foss, Director, Lancaster County Library; Joseph McIlhenney, District Consultant; Melanie Muller, Director, Elizabethtown Public Library; Margie Perella, Director, Pequea Valley Public Library; Paul Plum, Pequea Valley Public Library Board; Jennifer Raimo, Director, Ephrata Public Library; Bonnie Young, Director, Lititz Public Library.

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| 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 7:02 PM on Tuesday, February 15, 2003, at the Lancaster County Library. A quorum was present.  |
| New Voting Board Member                          | President Duff introduced and welcomed Kay Rohrer, Pequea Valley Public Library Board, as an official voting member of the System Board of Directors. Her appointment was approved by the Lancaster County Commissioners at their January 28, 2003, meeting. She will fill the unexpired term of Bob Gingher. President Duff expressed his best wishes to Mr. Gingher.  |
| Secretary's Report<br>Minutes<br><b>Approval</b> | In the absence of Mike Ireland, President Duff referred to the minutes of the January 21, 2003, meeting, as included in the Board mailing. Glenn Landis asked that the minutes reflect that he has joined the Finance/Budget Review Committee. The minutes were approved as amended.  |
| Treasurer's Report                               | In the absence of Mike Ireland, President Duff asked that review of the Financial Report for January 2003 be tabled until the March 18, 2003, meeting.  |
| President's Report                               | President Duff read portions of a letter dated February 20, 2003, from Gary Wolfe, Deputy Secretary, Commonwealth Libraries, noting that he has been receiving favorable reports about the Library System of Lancaster County, the Lancaster County Library and the District Library Center. He also referred to the search for a System Administrator and his staff's willingness to assist in assuring compliance with state standards, if desired. |
| Interim System Coordinator's Report              | Barbara Grater reported the following: 1) the programming for National Library Week in April, including the Author Luncheon, are progressing well; 2) the Information Technology staff continue to work to refine the Millennium System.  |

President Duff asked everyone for patience with the progress of the Library System as we try to find a new location for the System offices.

#### Committee Reports

##### System Administrator Search Committee

Janet Chalfant, Chair, reported that, in addition to the members of the Committee noted in the January 21, 2003, minutes, Melanie Muller, Elizabethtown Public Library, and Bonnie Young, Lititz Public Library, joined the Committee. Ms. Chalfant distributed, and requested Board approval of, a job description developed by the Committee. After review and discussion the following motion was made.

##### **Motion**

On motion by Wayne Murphy, the System Board of Directors approved the System Administrator Job Description as presented by the System Administrator Search Committee. Motion carried 5-0.

Barbara Grater reported that the System Managers have asked that Rhonda Kleiman, Business Information Coordinator, be appointed staff representative to the Search Committee. There was consensus from the Board to have Ms. Kleiman so appointed.

Following much discussion and research, the Committee has concluded that the best way to proceed is to hire a job consultant to conduct the search. The duties of the "headhunter" would include advertising the position, reviewing resumes, checking references and arranging interviews. The Committee recommends that the Board approve the expenditure of \$25,000 to hire a consultant. That figure includes travel, lodging and related expenses. It was noted during discussion that \$25,000 may be low, and that additional funds may be needed at a later date.

##### **Motion**

On motion by Fay Snyder, the System Board of Directors approved the recommendation of the System Administrator Search Committee to allocate \$25,000 to begin the search for a System Administrator. Motion carried 5-0.

##### Site Search Committee

Fay Snyder reported that currently the System offices occupy approximately 4,500 square feet. It was noted that this figure does not include common areas, hallways, lunchroom, restrooms, etc. She asked Shannon Berg, Head of Finance, to update the Board on the search. Ms. Berg reported that after numerous searches by the realtor and visits by Committee members, a space at Greenfield Corporate Center has been located that very closely meets the System needs for office space – a loading dock, warehouse space for parking the Bookmobile and training van, storage, easy access to public transportation, and generous parking. Ms. Berg has arranged a site visit on Friday morning, March 7. The time conflicts with a System/District Directors Council meeting. JoAnne Foss, Executive Director, Lancaster County Library, graciously offered to change the date of the meeting, if necessary. When arrangements are finalized, System Board members, library board presidents and directors, and System staff will be notified via email.

The System Board will take action at the meeting following the location of a suitable site.

Personnel Committee	Wayne Murphy distributed guidelines outlining what the Committee considers the duties of the Personnel Committee, and asked for Board approval. President Duff recommended that the Board review the guidelines and take action at the next meeting.
Finance/Budget Review Committee	In the absence of Mike Ireland, Chair, President Duff reported that the Committee has met. He requested that the report be tabled until the next meeting, when Mike Ireland will be available to present.
Contract Review Committee	No report.
Distribution of State-Designated Aid for Excellence	Barbara Grater reported that the budget figures have been reviewed and corrections made as necessary. The extra \$400,000 (approximately) that was thought to be available was an incorrect amount and should be approximately \$200,000. This amount, after office moving expenses, will be distributed to member libraries.
Old Business	President Duff noted that, due to the unavailability of Attorney Dwight Yoder, the approval of the revised Bylaws will be tabled until the next meeting.
New Business	Bob McCarthy inquired of the preferred method to contact System staff with operational-type questions. Barbara Grater asked that inquiries be directed to her.
Public Comment	Mary Ann Heltshe, Community Relations Coordinator, reported on the Underground Railroad exhibit at the Lancaster County Courthouse, running from February 26 through March 14, and invited all to attend. The program is a collaboration between the Lancaster County Commissioners, the Library System of Lancaster County, Millersville University, Lancaster County Historical Society and Bethel AME Church. A special presentation by students from the Lancaster County Intervention Center highlighted the opening reception, held at 6:00 PM tonight.
Next Meeting	The next meeting is scheduled for Tuesday, March 18, 2003, 7:00 PM, Eastern Lancaster County Library, 11 Chestnut Drive, New Holland.
Adjournment <b>Motion</b>	It was moved by Janet Chalfant that the meeting be adjourned at 8:00 PM. Motion carried 5-0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary