

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
February 15, 2005

Attendance:

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

System Staff: Susan L. Hauer, Administrator; Shannon Jones, Controller; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator; Susan Nevin, Acquisitions Technician; Mary Lou Walker, Cataloging Supervisor.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Administrator, Elizabethtown Public Library; Todd Fabian, Director, ELANCO Library; JoAnne Foss, Executive Director, Lancaster County Library; Margaret Perella, Director, Pequea Valley Public Library; Debra Rosser-Hogben, Manager of Branches, Lancaster County Library; Robert Spotts, President, ELANCO Library Board; Carol Szutowicz, President, Ephrata Public Library Board.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Snyder at 7:05 PM on Tuesday, February 15, 2005, at the Library System office. A quorum was present.

General Comment Bernie Gordon commented that he would prefer written reports for all agenda items and that the board packet be mailed earlier. He asked if the System received a letter of resignation from Jeffrey Griel and a letter from the Lancaster County Library Board naming him to replace Griel. Donna Westerhoff reported that a letter was received from JoAnne Foss, reporting that the LCL Board appointed Gordon, and a form letter of resignation was sent to Griel for his signature.

Resignation President Snyder reported that Jeffrey Griel, representative from LCL, has resigned from the Library System Board of Directors.

- Motion** On motion by Janet Chalfant, the System Board of Directors accepted, with regret, the resignation of Jeffrey Griel from the Library System Board. Motion carried 7 – 0.
- Approval of New Board Member President Snyder reported that the Lancaster County Library Board has appointed Bernard Gordon to fill the unexpired term of Jeffrey Griel, term ending January 2008.
- Motion** On motion by Marianne Melleby, the System Board of Directors accepted the appointment of Bernard Gordon to fill the unexpired term of Jeffrey Griel, term ending January 2008. Motion carried 7 – 0.
- Secretary’s Report Minutes  
**Approval** Fay Snyder, President, referred to the minutes of the January 11, 2005, meeting, as included in the Board mailing. The minutes were approved as presented.
- Treasurer’s Report Greg Diehl, Secretary/Treasurer referred to the January 2005 financial reports, as distributed to the Board. He reported that the County funds were not received in January, and two payments will be received in February. He reported that the Finance Committee has reviewed the report and recommends approval. After discussion, the following motion was made.
- Motion** On motion by Greg Diehl, the System Board of Directors directed that the January 2005 Financial Report be filed for audit. Motion carried 7 – 0.
- Personnel Contract Greg Diehl introduced Kim Smith, Attorney with Hartman, Underhill and Brubaker, who discussed the advantages and disadvantages of employment contracts. Ms. Smith noted that employment in Pennsylvania is “at will,” which means that both the employer and employee may terminate employment with or without notice and with or without cause. An employment contract can be general or very detailed. It sets such things as the terms and conditions of employment, duties, salary, and notice and termination provisions.
- District Center Library JoAnne Foss, District Administrator, reported that hours have been cut at LCL and its branches, and that an exemption to the state code has been requested from Commonwealth Libraries. Annual Reports are available online, and the District is working with the state regarding negotiating the date for the District evaluation results.
- Directors Council Report Todd Fabian, Directors Council Liaison, had no report.

Report from  
Commissioner  
Molly Henderson

Molly Henderson, in recapping the county budget of the past several months, reported that the County had a funding shortfall for 2005, and all line items were to be cut 10%. Judge Georgelis came to the libraries' rescue with funds to restore library funding. The Commissioners are not opposed to library funding, and have agreed to put the referendum on the ballot. They have given their statement of support, and have offered any help from the elections department. Politically, there is no better time for the campaign for a Special Library Tax referendum. If there is no referendum, the Commissioners must support library funding, but there are no guidelines on the level of funding.

Committee  
Assignments

President Snyder referred to the list of 2005 Committees included in the Board mailing. She noted that as President, she serves ex-officio on all committees, as does Susan Hauer, Administrator. The Finance Committee currently consists of Greg Diehl, Chair, Glenn Landis and Sue Leggett, and Shannon Jones as staff member. Snyder requested additional Board member volunteers.

There was a question about Library Directors serving on the Finance Committee, as they did in the first year after the restructure. The response was that Library Directors were asked to serve on the Committee the first year to share their knowledge and experience, but the Committee is a Board Committee and should be comprised of Board members.

All Board members serving on the Human Resources Committee agreed to serve another year: Bud Rettew, Chair, Janet Chalfant, Marianne Melleby and Dale Reinecker, and Donna Westerhoff as staff member.

Kay Rohrer agreed to remain as Chair of the Legislative Council, and Bernie Gordon volunteered to replace Jeff Griel. The other members of the Council were not in attendance.

Board members were given the opportunity to volunteer to serve on any of the Committees.

Committee Reports  
Human  
Resources

Bud Rettew, Chair, resumed review of the changes to the Human Resources policies, as begun at the January meeting. He presented new wording for the Life and Disability insurance, as recommended by the insurance company, and the addition of a Health Insurance Portability and Accountability Act (HIPAA) policy, as recommended by the System attorney, who reviewed the entire policy manual. Rettew noted that the 100 days cap on sick days in the policies should be changed to 130 days, to allow the payment of accumulated sick time until Long Term Disability begins. After discussion the following motion was made.

- Motion** It was moved by Bud Rettew that the System Board approve the revised Human Resources policies as recommended by the Human Resources Committee. Motion carried 7 – 0.
- General Comment Deb Beisell, Director, Elizabethtown Public Library and Chair, Funding Task Force Group I, “How Much Money Do We Need to Provide an Excellent Level of Library Service?” stated that ¼ mil will not fund libraries’ staffing needs and benefits, and library services. JoAnne Foss, Executive Director, Lancaster County Library, asked how the distribution formula will be developed. The response was that System Board members and Library Directors will be asked to develop a formula. Jennifer Raimo noted that library staff needs benefits and salaries equal to System employees. She felt that cannot be accomplished at ¼ mil and supports the 3/8 mil recommendation.
- Funding Task Force Recommendation Kay Rohrer, Convener, Funding Task Force, commended the Task Force and reviewed the work of the group. She presented the following motion:
- Motion** It was moved by Kay Rohrer that the System Board approve putting the referendum on the May 2005 primary ballot.
- After discussion, a roll call ballot was requested: Chalfant – yes; Diehl – yes; Landis – no; McCarthy – yes; Melleby – yes; Rohrer– yes; Snyder – yes. Motion carried 6 – 1.
- Bud Rettew, Dale Reinecker and Bernie Gordon noted that they are non-voting members, but want to be on the record in support of the motion.
- Motion** It was moved by Greg Diehl that the System Board approve going forward with the referendum at ¼ mil.
- After discussion, a roll call ballot was requested: Chalfant – yes; Diehl – yes; Landis – yes; McCarthy – yes; Melleby – yes; Rohrer– yes; Snyder – yes. Motion carried 7 – 0.
- Kay Rohrer thanked Susan Hauer for her dedication in pursuing a referendum. She noted that while working diligently with the Funding Task Force, Hauer sold her home in New York and had the closing.
- Susan Hauer read excerpts from an article entitled, *Whacking Libraries*, by Jim Hightower, reporting the state of public library funding in America, both past and present.

Next Steps           Hauer reported that the next steps will be defining the specifics on what libraries will do with the money, and a fair and equitable distribution formula.

Old Business       None.

New Business       None.

Next Meeting       The next meeting is scheduled for Tuesday, March 15, 2005, 7:00 PM, Library System office.

Adjournment

**Motion**           It was moved by Janet Chalfant that the meeting be adjourned at 9:20 PM.  
Motion carried 7 – 0.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary