

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
February 21, 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: Patricia Cox; Bernard Gordon; Martin Hudacs; Virginia McGrath; Kay Rohrer; Fay Snyder; Molly Henderson, Lancaster County Commission.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Accountant; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Beth Wood Bergman, President, Elizabethtown Public Library Board; Sandra Dinoff, Director, Strasburg-Heisler Library; Pat Ditzler, President, Lancaster Public Library Board; Todd Fabian, Director, ELANCO Library; Joanne Milasus, Director, Columbia Public Library; Marilyn Motley, Columbia Public Library Board; Margaret Perella, Director, Pequea Valley Public Library; Roseanne Perkins, Director, Adamstown Area Library; Jennifer Raimo, Director, Ephrata Public Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Claudia Roun, Director, Moores Memorial Library; Joyce Sands, District Consultant; Robert Spotts, President, ELANCO Library Board; 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 President Diehl at 7:08 PM on Tuesday, February 21, 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 December 13, 2006, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report      Greg Diehl, Secretary/Treasurer during 2005, presented the finance report for December 2005. He reported that the Finance Committee has reviewed the report and determined that there are no unexpected items. The Committee recommends that the 2005 ending balance of \$89,072 be retained and added to the Reserve Account. After discussion, the following motion was made.

**Motion**                      On motion by Dale Reinecker, the System Board of Directors approved retaining the 2005 ending balance of \$89,072 to be added to the Reserve Account. Motion carried 5 – 0.

**Motion**                      On motion by Bud Rettew, the System Board of Directors directed that the December 2005 Financial Report be filed for audit. Motion carried 5 – 0.

Dale Reinecker, Secretary/Treasurer for 2006, referred to the January 2006 financial report, as included in the Board mailing. He reviewed the memo, dated February 10, 2006, and filed with the report. He noted that the Finance Committee reviewed the report, and there are no unexpected variances. After discussion and clarification of some line items, the following motion was made.

**Motion**                      On motion by Dale Reinecker, the System Board of Directors directed that the January 2006 Financial Report be filed for audit. Motion carried 5 – 0.

President's Report        President Diehl reported on the board retreat, held Saturday, January 14, 2006. The focus of the retreat was the strategic plan and a procedure to facilitate communication between libraries and the System Board. He showed a PowerPoint presentation, *Building Trust In Trustees*, developed as a result of discussion at the retreat. The procedure outlines the steps requested by the Board to assure open communication and that issues are addressed.

Library System  
Administrator's  
Report                      In addition to her written report included in the Board mailing and sent electronically to the News mailing list, Susan Hauer reported the following: 1) Shannon Jones has resigned her position as System Controller. Various approaches had been tried to allow her to work from home with limited time in the office, but none were successful. Sue Young, who worked as the System Accountant previously, has agreed to assume the accounting duties. 2) Governor Rendell's office mailed letters to library constituents, noting that the 2006-2007 budget includes the largest appropriation for public libraries in state history. Molly Henderson, County Commissioner, offered to encourage the

Commissioners to write to state legislators, expounding the importance of funding libraries adequately. 3) She congratulated the Milanof-Schock Library Board and staff for being named "The Best Small Library in America" by the *Library Journal* and the Bill and Melinda Gates Foundation. She recognized Debbie Owens, Board President, Marianne Melleby, System Board Member, and Herb Landau, Library Director, for their innovative customer service. 4) In response to Directors Council requests, she is developing a funding chart reflecting all funds that come to the System; Library Directors will be asked to prioritize the System's strategic plan activities and actions; consideration is being given to expanding the role of the Directors Council liaison.

District Center  
Library

Joyce Sands, District Consultant, reported on the following: 1) The annual reports are due to her on April 3. Matt Kane, Head of State Aid and Statistics, Commonwealth Libraries, will attend the March 3 Directors Council meeting to review and answer questions about completing the annual reports. 2) The first Advisory Council meeting of 2006 was held prior to this Board meeting. 3) The Grand Opening for the Duke Street Business Center is scheduled for May 5. 4) Topics for the Multi-District workshop, scheduled for April 24, are public speaking, needs assessment and marketing your library. 5) The Trustee Institute will be held on April 21 and 22. 6) Susan Hauer and Sands are available to attend library board meetings to conduct trustee training. To date, training at two board meetings is scheduled. 7) Sands is pleased that the District has been added to the *Building Trust in Trustees* chart. The District Consultant serves as the liaison between public libraries in the District and Commonwealth Libraries.

Directors Council  
Report

Susan Tennant, Directors Council Liaison to the System Board, reported that topics for her report were discussed earlier in the meeting.

Standing Committee Reports

Executive

Susan Hauer reported that, to date, libraries have reported about \$170,000 in new local funding that will be eligible for the Commissioners' Incentive match. The Commissioners have approved that the increase in state aid also be eligible. The guidelines approved previously by the Board named July 1 as the deadline to report new monies, after which the distribution to libraries would begin. The System has received the first quarter payment, and Hauer distributed a spreadsheet reflecting the projected state aid increases. She, at the direction of the Executive and Finance Committees, proposed that the Board approve distribution of \$60,000 now so that libraries can benefit from these funds. An objection was raised because the spreadsheet allowed for payments to local

libraries, but did not include a portion to the District. After discussion, the following motion was made.

**Failed  
Motion**

It was moved that the Library System Board of Directors approve the early distribution of \$60,000 of the Commissioners' Incentive match. Motion died due to lack of a second.

During further discussion, a suggestion was made to pay one-half of the match of the state aid increase to local libraries now, which would allow additional funds to be available for distribution to the District at a later date. After discussion, the following motion was made.

**Failed  
Motion**

It was moved that the Library System Board of Directors approve a premature distribution of one-half of the estimated \$60,000 increase in state aid from the Commissioners' Incentive match. Motion died due to lack of a second.

Commissioner  
Comments

Commissioner Molly Henderson commended the Board and library personnel for their efforts to move toward increased funding for libraries.

Finance

Susan Hauer asked the Board to change the way Book Aid is distributed. Currently, the funds are budgeted for the New York Times Bestseller plan, and the Directors Council has requested the funds be paid to libraries for them to purchase shared resource materials. After discussion, the following motion was made.

**Motion**

It was moved by Dale Reinecker that the Library System Board of Directors approve changing Book Aid distributions from the New York Times Bestseller plan to direct payment to libraries. Motion carried 5 – 0.

Human  
Resources

Bud Rettew, Chair, reported that updated job descriptions and staff performance appraisals were completed by December 31, 2005.

Legislative  
Council

Susan Hauer reported that she, Ginny McGrath and Jennifer Raimo met with State Senator Noah Wenger, Chair of the Appropriations Committee, to discuss library funding. They invited him to the Legislative Breakfast, scheduled for April 7. Bernie Gordon and Fay Snyder have joined the Legislative Council and are organizing the breakfast.

Request for  
Volunteers for  
Committees

President Diehl distributed a current committee list and asked for additional volunteers.

Ad Hoc Committee Reports

- Funding Task Force      President Diehl reported that the Committee, formerly called the Future Funding Task Force, will be examining funding streams for 2007. The current member list, consisting of library and System trustees and staff, was read. Diehl asked for additional volunteers. A meeting date will be chosen after volunteers have had a chance to contact him.
- PLEDGE      Donna Westerhoff reported for Francis Zimmer, Treasurer. She noted that 12 of the 16 libraries have paid the requested \$350; two have paid a partial amount; and two have not contributed. To date, PLEDGE has reimbursed the System all but \$869. The balance in the checking account is \$15. Westerhoff reported that Zimmer recommends that the PLEDGE checking account be closed.
- Motion**      It was moved by Ginny McGrath that the Library System Board of Directors approve closing the PLEDGE checking account. After discussion, the motion carried 5 – 0.
- A suggestion was made that although the checking account is closed, an effort should be made to collect the remaining funds from those libraries that did not pay their share. There were no objections to this proposal. Board members Sue Leggett and Ginny McGrath volunteered to follow up by contacting those libraries that have not contributed the requested \$350 per library.
- System Membership Agreement      President Diehl reported that all member libraries have endorsed the System Membership Agreement. After discussion, the following motion was made.
- Motion**      It was moved by Fay Snyder that the Library System Board of Directors approve entering into an agreement with the member libraries per the System Membership Agreement 2006. Motion carried 5 – 0.
- Bylaws      President Diehl reported that the Bylaws stipulate Commissioner approval of newly appointed candidates filling a vacancy for a voting Board member, but do not require System Board approval. He asked that the Bylaws Committee reconvene to examine this topic, and will contact Committee members with the date.
- Unfinished Business      Bernie Gordon asked President Diehl about his commitment to remedy the voting/non-voting status of the Board. Diehl reported that the topic requires further research, and he will try to report at the March meeting.

New Business Susan Hauer reported that a Library Services and Technology Act (LSTA) grant for \$37,000 has been awarded to establish Family Place sites in Quarryville and Lancaster libraries. Each of the recipients will receive 1/3 of the amount for library materials and split the remaining 1/3 for training. Ephrata has had a Family Place site for three years.

Hauer reported that she is available to visit member libraries. She is attempting to scheduled breakfasts or visits when the library is not open, so patron service is not adversely affected.

General Comment Comments were accepted from the audience: Jennifer Raimo expressed her opinion on the Commissioners' Incentive and State Aid, System staff job descriptions and the bank used by the System; Deb Beisell commented on funding for her library.

Next Meeting The next meeting is scheduled for Tuesday, March 21, 2006, 7:00 PM, Library System office.

Executive Session

**Motion**

It was moved by Glenn Landis to adjourn to Executive Session at 9:15 PM for personnel issues. Motion carried 5 – 0.

The Executive Session ended at 9:40 PM, and the Board meeting reconvened.

**Motion**

It was moved by Glenn Landis that the Library System Board of Directors approve the Employment Agreement with the System Administrator, effective January 1, 2006, with the revisions to Schedule A, Job Description, as noted. Motion carried 5 – 0.

Adjournment

**Motion**

It was moved by Dale Reinecker that the meeting be adjourned at 9:44 PM. Motion carried 5 – 0.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary