

Library System of Lancaster County
Minutes of the Board of Directors Meeting
January 20, 2004

Attendance:

Board Members: Joe Duff, President; Fay Snyder, Vice President; Greg Diehl, Secretary/Treasurer; Janet Chalfant, Glenn Landis, Wayne Murphy, Kay Rohrer, Voting Members; Mike Ireland, Sue Leggett, Robert McCarthy, Marianne Melleby, Dale Reinecker, Non-Voting Members.

System Staff: Susan L. Hauer, Library System Administrator; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/ Technical Services; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Administrator, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; JoAnne Foss, Executive Director, Lancaster County Library; Herb Landau, Director, Milanof-Schock Library; Virginia McGrath, President, Adamstown Area Library Board; Joseph McIlhenney, District Consultant; Margaret Perella, Director, Pequea Valley Public Library; Roseanne Perkins, Director, Adamstown Area Library; Robert Spotts, President, ELANCO Library Board; Bonnie Young, 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 Duff at 7:30 PM on Tuesday, January 20, 2004, at the Library System office. A quorum was present.

Secretary's Report
Minutes

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the December 16, 2003, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl reported that the Finance Report for December 2003 has been reviewed by the Finance Committee, with no unusual findings. After discussion, the following motion was made.

Motion

On motion by Greg Diehl, the System Board of Directors directed that the December 2003 Financial Report be filed for audit. Motion carried 7-0.

Braille Materials
Grant Submission

Renee Christiansen presented a proposal for the submission of a grant to be used to purchase Braille materials for the member libraries. After discussion, the following motion was made.

Motion

It was moved by Greg Diehl that the Library System Board of Directors approve the submission of a mini-grant application in the amount of

\$3,000 to the Pennsylvania Department of Health, Bureau of Family Health, to establish a collection of Braille materials at each of the sixteen public libraries to meet the Braille literacy needs for youth and family members of Lancaster County. Motion carried 7-0.

President's Report	No report.
Library System Administrator's Report	Susan Hauer referred to her written report distributed at the meeting. She highlighted the need to increase services to Lancaster County and to promote working together to solve the funding dilemma, including public and private sectors. There was discussion concerning increasing computer access to more residents of Lancaster County.
Committee Restructure	<p>Joe Duff reviewed the Library System committees. Two of the current committees are required by the Bylaws (Executive and Nominating); Other current committees are the Finance/Budget Review Committee, chaired by Greg Diehl with newly appointed members for 2004, Mike Ireland, Glenn Landis, Sue Leggett and Shannon Pierce; the Contract Review Committee, which has been inactive, and consensus determined that it should be eliminated; and the Personnel Committee, for 2004 comprised of Marianne Melleby, Wayne Murphy, Dale Reinecker and Bud Rettew. Temporary committees (Bylaws, Site Search and System Administrator Search) are no longer needed.</p> <p>After discussion, it was decided committee restructure needs to be developed further, and it was tabled until the February meeting.</p>
District Center Library	<p>Joseph McIlhenney reported on the following: 1) Plan for Use of State Aid has been submitted to Commonwealth Libraries. The Plan is a promise to the state that funds received during a calendar year will be spent in that year. 2) He invited trustees to contact him with any number on the annual report that they do not understand fully.</p> <p>Susan Hauer distributed a copy of an email message received from Barbara Cole, Director, Bureau of Library Development, just prior to the Board meeting. The message was in regards to meeting library standards in 2003/2004, while coping with reduced state aid.</p>
Old Business	None.
New Business	Susan Hauer referred the "Conceptual Schematic of Funding Sources and Services for Public Libraries in Lancaster County," distributed at the meeting. The schematic illustrates the flow of direct dollars and services among the District, System and the member libraries, from all funding sources.
General Comment	Susan Hauer congratulated Bonnie Young, Director, Lititz Public Library, on being hired as Public Library Advisor with Commonwealth Libraries. She will assume her new duties in mid-February.

Next Meeting The next meeting is scheduled for Tuesday, February 17, 2004, 7:00 PM,
Library System office.

Executive Session

Motion It was moved by Glenn Landis to adjourn to Executive Session at 8:19
PM for personnel issues. Motion carried 7-0.

Motion It was moved by Wayne Murphy to end Executive Session at 8:44 PM.
Motion carried 7-0.

The Board meeting reconvened.

Adjournment

Motion It was moved by Robert McCarthy that the meeting be adjourned at 8:45
PM. Motion carried 7-0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary