

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
January 11, 2005

Attendance:

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

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator. During the business meeting, additional System staff greeted guests as they arrived for the Annual Meeting.

Guests: Sandra Dinoff, Director, Strasburg-Heisler Library; JoAnne Foss, Executive Director, Lancaster County Library; Bernie Harris, Reporter, *Intelligencer Journal*; Jane Horst, Pequea Valley Library Board; Herb Landau, Director, Milanof-Schock Library; Margaret Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Pete Shaub, Lancaster County Commissioner; Robert Spotts, President, ELANCO Library Board; Joanne Stecz, Director, Columbia Public Library; Clare Zales, Deputy Secretary of Education and State Librarian.

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 6:38 PM on Tuesday, January 11, 2005, at HACC Lancaster Campus. A quorum was present.

Secretary's Report  
Minutes

**Approval**

Greg Diehl, Secretary/Treasurer, referred to the minutes of the November 16, 2004, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl referred to the November 2004 financial report as reviewed by the Finance Committee, and reported that it reflects nothing unexpected. He noted the purchase of a network printer at a cost of \$5,550. After discussion, the following motion was made.

**Motion** On motion by Greg Diehl, the System Board of Directors directed that the November 2004 Financial Report be filed for audit. Motion carried 5 – 0.

Diehl referred to the December 2004 financial report, and reviewed the summary prepared by Shannon Jones. He reported that the Finance Committee has reviewed the report. 98.8% of the budgeted amounts have been expended during 2004, reflecting a year-end balance of \$205,671. \$100,000 of this amount is needed to meet payroll and operating expenses during January, prior to receipt of State Aid. The remaining funds are grant and money market funds carried over, as recommended by the Finance Committee. After discussion, the following motion was made.

**Motion** On motion by Greg Diehl, the System Board of Directors directed that the December 2004 Financial Report be filed for audit. Motion carried 5 – 0.

Human Resources  
Committee

**Health Insurance  
Dependant  
Coverage** Bud Rettew, Chair, and Susan Hauer asked Donna Westerhoff to report on the breakdown of costs for dependant health insurance coverage, as included in the Board mailing. The health insurance was changed from a \$10 Point of Service to a \$15 HMO for 2005.

Westerhoff reviewed the projected costs with the System and the employee each paying 50% for dependant coverage. 50% of the yearly premium, minus single coverage cost paid by the System, is \$2,026 for 2-party coverage and \$3,365 for family. A recent poll of staff indicated that two employees would possibly want 2-party coverage, and two would elect family coverage.

An “opt out” feature for employees having coverage elsewhere is being offered to staff. In order for employees to opt out, employees must pay a portion of the insurance. Each staff member will pay 3.3%, or \$130 per year as his/her portion of the insurance. This cost, multiplied by the projected number of employees, amounts to a yearly System savings of \$2,890. The employee choosing to opt-out will be paid 25% of the amount of the premium, thus saving the System \$2,860 yearly. After discussion, the following motion was made.

**Motion** It was moved by Glenn Landis that the Library System Board of Directors approve that the System pay 50% of staff dependant health insurance coverage; that employees pay 3.3% of their coverage; and that staff have the opportunity to “opt out” of the staff health insurance plan. Motion carried 5 – 0.

Revised Human Resources Policies	<p>Bud Rettew referred to the draft of the revised Human Resources policies and an overview that outlines the significant changes proposed, both of which were mailed previously to the Board.</p> <p>Major changes include the following: 1) Office hours would decrease from 40 to 37.5 hours per week; 2) Vacation – There would be a slight change in categories. Management, rather than salaried, staff would be in Category II. All staff would move to the third tier in 10 years, rather than 15; 3) Holidays – Number of holidays per year would increase from 10 to 12. The 2 additional days are the day after Thanksgiving and an additional Discretionary Holiday.</p> <p>Because the Board must adjourn by 7:30 PM to attend the Annual Meeting, a vote on the policies was tabled until the next meeting.</p>
District Center Library	<p>JoAnne Foss, District Administrator, noted that there is no District report.</p>
Directors Council Report	<p>In the absence of Todd Fabian, liaison to the System Board, JoAnne Foss read the resolution, adopted unanimously at the January 7, 2005, Directors Council meeting, by all 13 member library directors.</p> <p><i>The Library Directors of the member libraries of the Library System of Lancaster County unanimously acknowledge the financial crisis into which the Lancaster County libraries have been thrust. In response to this crisis we authorize the Library System of Lancaster County Task Force to move forward on discussion of a potential stable, sufficient and secure funding solution through a tax referendum opportunity.</i></p>
Old Business	<p>None.</p>
New Business Funding Task Force	<p>Fay Snyder reported on the need to find stable, secure and sufficient funding for the libraries of Lancaster County, and referred to the Resolution adopted by the Directors Council. After discussion, the following motion was made.</p>
<b>Motion</b>	<p>It was moved by Fay Snyder that the Library System Board of Directors approve the creation of a Funding Task Force to study the issue of doing a referendum or other form of stable, secure and sufficient funding. Motion carried 5 – 0.</p>

**General Comment** Commissioner Pete Shaub thanked the Board for inviting him to the meeting. He reported that he is impressed with the progress the Library System has made, and that he appreciates the county libraries and the services they provide. He stated that if it can be shown that the County residents want a referendum for a library tax, he pledges his support.

President Duff thanked Commissioner Shaub for his comments, and expressed his appreciation for the Board of Commissioners' support. He offered that the Library System will be diligent in informing the public about the referendum, if it goes forward.

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

**Adjournment**  
**Motion**

It was moved by Fay Snyder that the meeting be adjourned at 7:30 PM. Motion carried 5 – 0.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary