

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
July 11, 2002

Present: Pixie Berman, President; Marian R. Gerhart, Vice President; Richard Heilig, Secretary/Treasurer; Nancy Dyrness; Terry L. Kauffman; Mary Ellen Pellington, Executive Director; Shannon Berg, Accountant; Joseph McIlhenney, Manager, Operations and Consulting Services; 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; Becky Hynicka, Library Assistant, Special Services; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator; Steve Schlegel, Training Coordinator; Sandra Dinoff, Director, Strasburg-Heisler Library; Pat Ditzler, United We Read; Bernie Gordon, Manheim Township Commissioner; Herb Landau, Director, Milanof-Schock Library; Melanie Muller, Director, Elizabethtown Public Library; Wayne Murphy, President, Lancaster County Library Board; John Murr, Accountant, Sager Swisher and Company; Rosanne Perkins, Director, Adamstown Area Library; Jennifer Raimo, Director, Ephrata Public Library; James Stetina, Executive Director, Lancaster County Library; Bill Sweger, President, Lititz Public Library Board; Diane Tannehill; 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 Berman at 4:05 PM on Thursday, July 11, 2002, in the 5<sup>th</sup> Floor Conference Room of the Lancaster County Courthouse. A quorum was present.

Secretary's Report  
Minutes                         Richard Heilig referred to the minutes of the May 9, 2002, meeting, as  
**Approval**                         included in the Board mailing. The minutes were approved as presented.

Treasurer's Report           Richard Heilig referred to the May and June 2002 Financial Reports, and reported that the budget is on target. He noted that when the new Board is installed, they will be pleased with the financial condition of the Library System and the clarity of the financial reports. After discussion, the following motion was made.

**Motion**                         On motion by Nancy Dyrness and second by Terry Kauffman, the System Board of Directors approved the May and June 2002 Financial Reports as presented. Motion carried 5-0.

Year 2001 Audit               John Murr, Accountant, Sager Swisher and Company, reported on the audited financial statement for year ended December 31, 2001. He reviewed items included in the audit and noted that there are no quantifications. He then reviewed the final audit, page by page, and explained the broad categories.

**Motion**                         On motion by Richard Heilig and second by Nancy Dyrness, the System Board of Directors approved the Library System's Audited Financial Statement by Sager Swisher and Company for year ended December 31, 2001, as presented. Motion carried 5-0.

President's Report	President Berman reported on the following: The Overview of Accomplishments, 1998 – 2002, report prepared by Mary Ellen Pellington and the Library System staff at the suggestion of Marian Gerhart; she, Nancy Dyrness and Mary Ellen Pellington met with the County Commissioners to discuss Internet access; she spoke by phone with Commissioner Thibault regarding the status of the restructuring, who told her that the System Board and staff should carry on System business as usual at this time; the search for office space continues; she expressed her sincere thanks to Mary Ellen Pellington, the Library System staff, library boards and directors, the Commissioners and the System Board for all the work they have accomplished over the past several years.
Executive Director's Report	In addition to her written report included in the Board mailing, Mary Ellen Pellington reported on the following: she introduced Herb Landau, new director at the Milanof-Schock Library; she reported on the status of the ILS: the switch is scheduled to occur on Monday, July 22, and all libraries will be closed Saturday, July 20, while most will also be closed Monday, July 22; the Ice Cream Festival will be held on July 21; she referred to the Interim Circulation Policy, and noted that the Library Directors accepted the policy, but want it to be revisited in six (6) months to fine tune details after using the new ILS; a \$10,000 grant has been received from the Ressler Mill Foundation to be used for the children's video and CD rotation collection; the POWER Library shoot, with Chad Taylor from <i>Live</i> , took place in early June, producing a 30-second promotional piece; the Story Connection has received 21,000 calls since its start, and the Lancaster Kiwanis Club has donated another connection machine so that stories will be available in Spanish; Rhonda Kleiman is chair of the Lancaster Chamber's Small Business Technology Fair; she referred to the McDonald's tray liner promoting the Summer Reading Program, which Renee Christiansen worked to get; she has attended four (4) meetings regarding the Regional Asset District (RAD); the Local Financial Effort for 2001 is estimated at \$8.66 per capita systemwide. Some member libraries' LFE went up, but some are still under \$5 per capita.
Senior Summer Reading Program	Ed Miller, Special Services Coordinator, introduced Becky Hynicka, Library Assistant, Special Services. He reported on the "Senior Surprise Party," which is a program run during the summer to reach out to seniors. The Bookmobile stops at 16 – 20 senior locations and carries print materials, books on tape and large print materials. The program offers give-aways for participation, such as seeds to grow Chamomile tea, tea bags, bookmark magnifying glass and donated treats from Hershey Foods.
United We READ	Pat Ditzler, Chair, United We READ committee, reported that the Council of Friends is partnering with the Library System of Lancaster County. The book chosen for the project is <i>Tuesdays with Morrie</i> , by Mitch Albom. A logo has been donated by Dick Shoemaker, and WGAL-TV expressed an interest in picking up the project. York County libraries

will be partnering with us.

Public Comment

Bernie Gordon, Manheim Township Commissioner and member of the LCL Board, requested a letter of approval from the System for the Keystone Grant application being re-submitted by Manheim Township. Per System guidelines, Ms. Berman asked that copies of the grant application and response to the state be delivered to the System office by Monday, July 15, and that a copy of the Lancaster County Library Board motion approving the Keystone Grant application be included with the revised application. After discussion, the following motion was made.

**Motion**

It was moved by Terry Kauffman and seconded by Marian Gerhart to authorize the Executive Committee to meet with the Manheim Township Library Committee to hear their presentation for the Keystone Grant. Motion carried 5-0.

Jennifer Raimo noted that Local Financial Effort does not seem to be taken into consideration when approving new building projects. She also reported that the Library System is well below the state standard of 1.5 books per capita.

Nancy Dyrness expressed her appreciation to Mary Ellen Pellington and the Library System staff for the excellent work they do.

Next Meeting

The next meeting is scheduled for Thursday, August 8, 2002, 4:00 PM, 5<sup>th</sup> Floor Conference Room, Lancaster County Courthouse.

Executive Session

**Motion**

It was moved by Richard Heilig and seconded by Nancy Dyrness to adjourn to Executive Session at 5:08 PM for personnel and contract issues. Motion carried 5-0.

**Motion**

It was moved by Richard Heilig and seconded by Marian Gerhart to end Executive Session at 5:48 PM. Motion carried 5-0.

The Board meeting reconvened.

**Motion**

It was moved by Richard Heilig and seconded by Marian Gerhart to approve personnel action as on file. Motion carried 5-0.

Adjournment

**Motion**

It was moved by Terry Kauffman and seconded by Richard Heilig that the meeting be adjourned at 5:50 PM. Motion carried 5-0.

APPROVED  
as presented  
September 11, 2002

Pixie Berman, President  
Richard Heilig, Secretary