

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
June 17, 2003

Present: Joe Duff, President; Mike Ireland, Secretary/Treasurer; Sue Leggett, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Robert McCarthy, Marianne Melleby, Dale Reinecker, Non-Voting Members; Barbara B. Grater, Interim System Administrator; Shannon Pierce, Accountant; Donna J. Westerhoff, Administrative Assistant; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; Rhonda Kleiman, Business Information Coordinator; Deborah Beisell, Interim Director, Elizabethtown Public Library; JoAnne Foss, Director, Lancaster County Library; Margaret Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Claudia Roun, Director, Moores Memorial Library; 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 7:08 PM on Tuesday, June 17, 2003, at the Elizabethtown Public Library. A quorum was present.

Secretary's Report  
Minutes                    Mike Ireland referred to the minutes of the May 20, 2003, meeting, as  
**Approval**                    included in the Board mailing. The minutes were approved as presented.

Treasurer's Report      Mike Ireland reported that spending is on track for the time of year, and that the Finance Committee recommends to the Board that the Financial Report be approved. After discussion, the following motion was made:

**Motion**                    On motion by Mike Ireland, the System Board of Directors directed that the May 2003 Financial Report be filed for audit. Motion carried 4 – 0.

President's Report        President Duff reported on Legislative Day, which was held in Harrisburg on June 3. More than 600 library associates were in attendance, and hope remains that some of the library funding will be restored. Barbara Grater noted that at the DLC meeting, Glenn Miller, Executive Director, PA Library Association, reported that the state budget should be passed on July 18.

2002 Audit                Mike Ireland introduced John Murr, Auditor, Sager Swisher and Company, who presented the 2002 Audit. Murr gave a brief overview of the information that is gathered for the audit, and noted that his firm conducted a comparative statement for December 2002 and 2001. He reported that the audit contains no qualifications, and noted a slight loss of \$4,260, which is considered a break-even year. During the question phase, he explained how the carryover of vacation and sick time is handled; the severance package for 2002 was expensed in 2002, and the amount returned to the Library System from escrow will show up as income in 2003. He noted that the insurance coverage was increased, and a surety bond was added early in 2003. After further discussion, the following motion was made.

<b>Motion</b>	On motion by Mike Ireland, the System Board of Directors accepted the 2002 audit as presented. Motion carried 4 – 0.
Interim System Administrator's Report	Barbara Grater referred to the preliminary draft of the Circulation Policy brochure, and noted that it contains information from the Circulation Policy, approved at the May 20 System Board meeting. Mary Ann Heltshe-Steinhauer designed the brochure, and noted that its purpose is to inform the public of the Circulation Policy. The brochure contains an insert, which can be printed and distributed separately, that outlines the steps to take to renew by phone. Copies of the brochure were distributed, and the Board reviewed and discussed it.
Committee Reports System Administrator Search	In the absence of Janet Chalfant, Chair, Joe Duff reported that there is no update from the Search Committee at this time.
Site Search	In the absence of Fay Snyder, Chair, Joe Duff reported that there is no update from the Site Search Committee at this time.
Personnel	In the absence of Wayne Murphy, Chair, Joe Duff reported that there is no update from the Personnel Committee at this time.
Finance/Budget Review	Mike Ireland reported that the Finance Committee recommends adding two new columns to the monthly financial report, reflecting site revisions as approved by the Board.
Contract Review	No report.
New Business System Membership Agreement	Barbara Grater reported that she has received feedback from directors and presidents on the System Membership Agreement. The suggestions have been incorporated into another draft, included in the Board mailing and emailed to board presidents and directors, and System managers. There was lengthy discussion regarding fundraising outside of a library's service area, and the percentage of materials that should be purchased through the Collection Development and Technical Services department. It was determined that the directors should discuss this percentage in further detail with Dzintra Gorman, Manager, Collection Development and Technical Services, at the next Directors Council meeting, and arrive at a figure more agreeable to all.
Public Comment	Mary Ann Heltshe-Steinhauer invited all attendees to Press Day, to be held from 5:00 to 8:00 PM on July 2 at the Country Barn Farm Market. The event is to recognize the sponsors of the Summer Reading Program, and will feature the Dutch Wonderland Princess, the Turkey Hill cow and a walk through Maize Quest. VIP passes were mailed to System and library board members.
Next Meeting	The next meeting is scheduled for Tuesday, July 15, 2003, 7:00 PM, Quarryville Library.

Executive Session

**Motion** It was moved by Robert McCarthy to adjourn to Executive Session at 9:00 PM for personnel issues. Motion carried 4 – 0.

**Motion** It was moved by Mike Ireland to end Executive Session at 9:05 PM. Motion carried 4 – 0.

The Board meeting reconvened.

The personnel issue discussed during Executive Session concerned a promotion and salary increase for a System staff member. The Board reported that personnel issues of this nature that do not include budget revisions need no Board action.

Adjournment

**Motion** It was moved by Glenn Landis that the meeting be adjourned at 9:06 PM. Motion carried 4 – 0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary