

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
March 18, 2003

Present: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Sue Leggett, Wayne Murphy, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Marianne Melleby, Dale Reinecker, Bud Rettew, Non-Voting Members; Barbara Grater, Interim System Administrator; Shannon Pierce, Accountant; 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; Rhonda Kleiman, Business Information Coordinator; Steve Schlegel, Training Coordinator; Todd Fabian, Director, ELANCO Library; Margie Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Claudia Roun, Director, Moores Memorial Library; Robert Spotts, President, ELANCO Library Board; Bonnie Young, Director, Lititz Public Library; Vivian Zecoski and Joe Zecoski, ELANCO Library.

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| 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 7:15 PM on Tuesday, March 18, 2003, at the Eastern Lancaster County Library. A quorum was present.   |
| Secretary's Report<br>Minutes<br><b>Approval</b> | Mike Ireland referred to the minutes of the February 25, 2003, meeting, as included in the Board mailing. The minutes were approved as presented.   |
| Treasurer's Report                               | Mike Ireland referred to the consolidated Financial Statement for January and February 2003 as included in the Board mailing. After discussion, it was moved by Mike Ireland to file the Financial Statement for audit.   |
| President's Report                               | President Duff reported on the State budget and encouraged those present to call, email and write letters to State legislators asking them to veto the budget.  |
| Interim System<br>Administrator's<br>Report      | Barbara Grater reported the following: 1) Orders have been placed successfully on the Millennium Acquisitions module; 2) she asked that Dzintra Gorman, Manager, Collection Development and Technical Services, explain the two new positions that will be created in that department, for a Cataloging Supervisor and an Acquisitions Technician. Both positions have been advertised and resumes are arriving and being reviewed; 3) the Trustee Institute will be held in Grantville on April 4 and 5. Any Board members who would like to attend, but have not received a brochure, should contact the System office by Wednesday, March 19.<br><br>Wayne Murphy thanked Rhonda Kleiman for the excellent presentation at the Service Core of Retired Executives (SCORE) meeting earlier today. |

## Committee Reports

### Bylaws

Dwight Yoder, Attorney, reported that there was a need to revise the Bylaws due to the restructuring of the Library System, most notably to address Board composition of voting and non-voting members and the authorization to sign checks. He reviewed the draft of the Bylaws, Article by Article. A lengthy discussion followed regarding the nomination and appointment of non-voting members. It was determined that the member library boards appoint non-voting System Board members, and the nominees are approved by the System Board. There are no time limits on appointments to replace resignations.

### **Motion**

On motion by Fay Snyder, the System Board of Directors approved the revised Bylaws of the Library System of Lancaster County, with the following changes: 1) Article 5, Voting, should read, "Each voting Director shall be entitled to one vote on any motion at any meeting of the Board." 2) Article 7, Election of Officers, the sentence, "Only voting Directors may be elected and serve as officers" should be added. Motion carried 7-0.

### System Administrator Search

Janet Chalfant, Chair, reported that, after reviewing proposals from four consulting firms, the Committee recommends to the Board that Gossage Sager Associates, Deerfield, Illinois, be hired to conduct the System Administrator Search. The Committee cited the company's past experience in the hiring of executives and the manner in which the proposal was written to reach this consensus. The \$20,000 fee includes travel, meals and lodging for the Project Head and Assistant Project Head; consultant attendance at appropriate professional conferences; consultant pre-screening interviews, including travel; long-distance telephone charges; and standard office expenses. The Library System will pay the cost of placing advertising, estimated at \$2,500 to \$5,000; and background checks, if desired, at an estimated cost of \$200 to \$300. After discussion, the following motion was made.

### **Motion**

On motion by Janet Chalfant, the System Board of Directors approved the hiring of Gossage Sager Associates, at a cost of \$20,000 for services as noted above, to conduct the search for the System Administrator. Motion carried 7-0.

### Site Search

Fay Snyder, Chair, reported that Board members, Library Directors and System employees toured the office site at the Greenfield Corporate Center, located at 1866 Colonial Village Lane. The office space would increase from less than 5,000 to nearly 14,000 square feet. She reported that the System attorney will review the lease, and recommended changes will be given to High Real Estate. The portion of the lease dealing with insurance coverage will be forwarded to Murray Insurance for their review. During discussion, there was a question regarding the impact of the State's proposed budget cut to libraries, and what effect it would have on the increased cost of \$50,000 annually.

Personnel	Wayne Murphy referred to the duties of the Personnel Committee guidelines distributed at the last System Board meeting. He noted that he received some questions and comments, and has addressed them.
Finance/Budget Review	Mike Ireland reported on the following: 1) the Committee met to review the Financial Statement prior to the Board meeting; 2) the audit is near completion and will be presented to the Board at a meeting in the near future, depending on the availability of John Murr, auditor from Sager Swisher; and 3) all Library System Board members and staff are bonded through the Travelers Insurance Company.
Contract Review	The Committee has not yet met.
Library System Membership Agreement Committee	Barbara Grater reported that the last signed agreement between the Library System and the member libraries was in 1988. She contacted all other Pennsylvania library systems asking for copies of their agreements. She received twelve responses, some of which contain information appropriate to the Library System of Lancaster County. Ms. Grater recommended that a seven-member committee be formed, consisting of three library directors, three member library or System board members, and one representative from the District. During the process, System managers will be consulted, as appropriate. Library Directors volunteering for the Committee are Sandy Dinoff, Strasburg-Heisler Library; Jennifer Raimo, Ephrata Public Library; and Bonnie Young, Lititz Public Library. Library board members will be contacted regarding joining the Committee, and the District will decide who will be their representative.
Old Business	No report.
New Business	No report.
Public Comment	Jennifer Raimo asked for clarification on how a quorum for motions is counted; Mike Ireland introduced Bob Spotts, Board President, and Todd Fabian, Director, of the ELANCO Library, and thanked them for making the library available for the System Board meeting; he reported that Mr. Fabian was awarded a Library Services Technology Act (LSTA) grant from Commonwealth Libraries to pursue his Masters of Library Science degree.
Next Meeting	The next meeting is scheduled for Tuesday, April 15, 2003, 7:00 PM, at the Adamstown Area Library, 3000 N Reading Road, Adamstown.

Executive Session

**Motion**

It was moved by Joe Duff to adjourn to Executive Session at 8:55 PM for personnel issues. Motion carried 7-0.

**Motion**

It was moved by Wayne Murphy to end Executive Session at 9:05 PM. Motion carried 7-0.

The Board meeting reconvened.

Adjournment

**Motion**

It was moved by Marianne Melleby that the meeting be adjourned at 9:06 PM. Motion carried 7-0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary