

Library System of Lancaster County
Minutes of the Board of Directors Meeting
March 20, 2007

Attendance:

Board Members: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Cheryl Deck; Pat Ditzler; Martin Hudacs; Glenn Landis; Sue Leggett; Virginia McGrath; Fay Snyder. Prospective Board Member: Larry Burkhart. Absent: Rose Eckman; Kay Rohrer.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Jennifer Raimo, Director, Ephrata Public Library; Joyce Sands, District Consultant; Robert Spotts, President, ELANCO Library Board.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Diehl at 7:02 PM on Tuesday, March 20, 2007, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Dale Reinecker, Secretary/Treasurer, referred to the notes of the February 20, 2007, meeting, as included in the Board mailing. Since a quorum of Core Board members was not present at the meeting, approval is not required.

Consent Items from
February Meeting

Dale Reinecker reported that the following items were on the agenda for action at the February 20, 2007, System Board meeting, but a quorum of Core Board members was not present. Action could not be taken even though there was favorable consensus among the Board members in attendance to approve the items. Therefore, the items must be ratified by a quorum at this meeting. They will be handled as consent items, and action will be taken on all items with one motion. If any Board member has a question about any item, or wishes to discuss or oppose it, it will be removed from the list of consent items, transferred to the regular agenda, and will be considered and voted on separately. The remaining items will be approved without discussion. There was no request to have any items removed from the consent agenda.

1. Minutes of December 12, 2006, and January 16, 2007, meetings;
2. Financial Reports for December 2006 and January 2007;
3. Resignations
 - Bernie Gordon
 - Marianne Melleby
4. New Board Appointees
 - Pat Ditzler
 - Cheryl Deck
5. Wide Area Network Upgrade;
6. Code of Ethics and Conflict of Interest Policy.

- Motion** On motion by Dale Reinecker, the System Board of Directors approved the consent items, as listed above. Motion carried unanimously.
- Treasurer's Report Dale Reinecker referred to the February 2007 financial report, as included in the Board mailing, and noted that expenses should be at 17%. He reported that the Finance Committee has reviewed the report, and variances are addressed in the accompanying memo, dated March 9, 2007. After discussion, the following motion was made.
- Motion** On motion by Ginny McGrath, the System Board of Directors directed that the February 2007 Financial Report be filed for audit. Motion carried unanimously.
- Resignation President Diehl reported that Trish Cox has submitted her resignation from the System Board.
- Motion** On motion by Glenn Landis, the System Board of Directors accepted, with regret, the resignation of Trish Cox. Motion carried unanimously.
- New Board Appointee President Diehl reported that the ELANCO Library Board has appointed Larry Burkhart to fill the unexpired term of Trish Cox, ending in January 2010. Burkhart's biographical information is included in the Board mailing.
- Motion** On motion by Glenn Landis, the System Board of Directors accepted the appointment of Larry Burkhart to fill the unexpired term of Trish Cox, ending in January 2010. Motion carried unanimously.
- President's Report President Diehl received a thank you card from Walt Trumbauer, recipient of the 2007 Trustee of the Year Award, and distributed it to the Board.

Administrator's
Report

In addition to her written report included in the Board mailing and sent electronically to Library Board Presidents and the News mail list, Susan Hauer reported the following: 1) She showed a video, *The Intelligent Library System: Creating the Ultimate Patron Experience*, featuring RFID (Radio Frequency Identity) checkout. Quarryville Library recently began using the Intelligent Library System; Lancaster Library has meetings scheduled with representatives from companies offering similar services. 2) The following libraries have been awarded an LSTA grant: Milanof-Schock - \$36,000 for sign language kits and language materials; Lancaster Public - \$45,000 for language materials; Pequea Valley - \$7,300 for a locking self pick-up unit; and the Library System - \$66,744 for Health Information Access. Mary Ann Heltshe-Steinhauer reported on the project plan to date. 3) Hauer updated the Board on the Manheim Township Library. In May, the library will move to 2121 Oregon Pike, a temporary location until the 24,000 square foot building at Overlook Park is completed. An opening date in June is anticipated. The library plans to become an independent System member library, and the System Board will need to take action on the application for member status at its April Board meeting. The library is in the process of appointing a 7-member board and a System Board representative. 4) Hauer referred to a handout to the Board, entitled *District Services: Needs and Priorities of Member Libraries*, as written by the Directors Council, which will be considered during the 2007-8 District negotiations.

District Library
Report

Joyce Sands, District Consultant, distributed the District report to the Board and highlighted the following: 1) an Outreach Workshop, focusing on outreach to Latino/Hispanic communities, sponsored by Commonwealth Libraries and hosted by LPL, is scheduled for June 6. 2) the Multi-District Workshop, *What You Don't Know About Your Nonprofit Library Can Hurt You*, is scheduled for April 20. 3) The Duke Street Business Center will celebrate its one-year anniversary in April. Rhonda Kleiman and Diane Pawling have numerous events planned.

Directors Council
Report

Deb Beisell, Directors Council Liaison, referred to the Directors Council notes, as distributed to the Board, and offered to clarify any topics. There were no questions.

Standing Committees

Executive

President Diehl reported that two representatives from the Manheim Township Library attended the Executive Committee meeting to update the Committee, since they were unable to attend the Board meeting.

Finance

Dale Reinecker referred to a memo from Sue Young, dated March 9, 2007, in which she made the following recommendations:

Credit Card for Deputy Administrator	Obtain a separate credit card, with a \$5,000 limit, for the Deputy Administrator's use. He has several vendors that accept only internet purchases paid with a credit card. There was a request for clarification that this credit card for the Deputy Administrator would be for a limit of \$5,000, in addition to the current System credit card with a limit of \$5,000. The System would have two credit cards, one in the name of the System Administrator and one in the name of the Deputy Administrator, each with a limit of \$5,000. After discussion, the following motion was made.
Motion	It was moved by Dale Reinecker that the Library System Board of Directors authorize that a separate credit card with a limit of \$5,000 be obtained for the Deputy Administrator's use. Motion carried unanimously.
One Signature Check Limit	Raise dollar limit on checks requiring two signatures. Currently, one signature is required on checks up to \$250. It is recommended that this limit be raised to \$1,000, as 75% of the checks written are for less than \$1,000. Checks over \$1,000 would require two signatures. After discussion, the following motion was made.
Motion	It was moved by Dale Reinecker that the Library System Board of Directors authorize that the dollar amount of checks requiring one signature be raised to \$1,000. Motion carried unanimously.
Authorized Check Signers	Reinecker reported that authorized check signers are outlined in the Bylaws as the three Board officers and the System Administrator. The recommendation has been made to include the Deputy Administrator as authorized to sign checks in the absence of the Administrator. President Diehl, as Chair of the Bylaws Committee, polled the Committee, and they agreed that a recommendation to change the Bylaws should be made to the Board. As per the Bylaws requirement that 28 days elapse between the meeting at which a change is proposed and the meeting at which action is taken by the Board, action will be taken at the April 17, 2007, meeting.
Human Resources	No report.
Legislative Council	Fay Snyder, Chair, referred to the legislative packets distributed to each Board member. The packets contain information to be used during visits to legislators, and each Board member is encouraged to visit his/her legislator before June 1.

Active Ad Hoc Committees

System Membership Agreement	<p>Fay Snyder, Chair, reported that a meeting was held on March 15, to which all interested parties were invited to share their input on the draft of the System Membership Agreement. During that discussion, a concern arose about Section 2L, which states that the Member Library will uphold the principles of Intellectual Freedom addressed in the <i>Library Bill of Rights</i>, as defined by the American Library Association. A recommendation was made to seek the advice of an attorney, since wording in this document has the potential to impact a library's room use policy. Also discussed were the following: 1) Section IH, "Coordinate grant-seeking efforts with the Library System and member libraries to maximize grant opportunities" was deleted; 2) Section 2I, in reference to collapsed or expanded budgets, the words "at the discretion of member libraries" was added; and 3) Section 2J, "Coordinate grant-seeking efforts with the Library System and member libraries to maximize grant opportunities" was deleted. The Committee met, and was agreeable to the suggested changes.</p> <p>The agreement is tabled until the attorney's recommendation is received.</p>
Funding Task Force	<p>Sue Leggett, Chair, asked the convener of the subcommittees to report: Standards – Joyce Sands, Convener – held first meeting on March 19; Accountability – Glenn Landis, Convener – will schedule meeting after order of administrative tools arrives; Funding Formula – Ginny McGrath, Convener – meeting scheduled for March 29.</p>
Bylaws	<p>Greg Diehl, Chair, reported that a meeting will be scheduled to review officer succession and the impact the Manheim Township bid for independence will have on the Core Board rotation schedule.</p>
Governance	<p>Ginny McGrath, Chair, reported that the purpose of the Governance Committee is to develop policies for the System Board. In addition to Pat Ditzler and Kay Rohrer, who joined previously, Larry Burkhart, Martin Hudacs and Sue Leggett agreed to join the Committee.</p>
Unfinished Business	<p>None.</p>
New Business	<p>None.</p>
General Comment	<p>It was reported that the Ephrata Library Board is disappointed that collaboration on grants was deleted from the System Membership Agreement.</p>
Next Meeting	<p>The next meeting is scheduled for Tuesday, April 17, 2007, 7:00 PM, Library System office.</p>

Board of Directors
March 20, 2007
Page 6

Adjournment

Motion It was moved by Bud Rettew that the meeting be adjourned at 8:27 PM.
Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary