

Library System of Lancaster County
Minutes of the Board of Directors Meeting
November 15, 2005

Attendance:

Board Members: Voting: Fay Snyder, President; Janet Chalfant, Vice President; Greg Diehl, Secretary/Treasurer; Glenn Landis; Kay Rohrer. New member awaiting voting approval: Rose Eckman. Absent: Marianne Melleby. Non-voting: Patricia Cox; Bernard Gordon; Sue Leggett; Dale Reinecker. Absent: Bud Rettew; Molly Henderson, Lancaster County Commission.

System Staff: Susan L. Hauer, Administrator; Shannon Jones, Controller; Donna J. Westerhoff, Internal Operations Manager; William Hudson, Manager, Information Technology; Ed Miller, Special Services Coordinator; Susan Nevin, Acquisitions Manager.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Todd Fabian, Director, ELANCO Library; Joanne Milasus, Director, Columbia Public Library; Susan Tennant, Director, Lititz Public Library.

Guidelines for Conducting Meetings Fay Snyder, President, reviewed guidelines to facilitate conducting more smoothly run Board meetings. The guidelines call for a Parliamentarian to settle points of order; and to hold two five-minute General Comment sessions, at the beginning and end of the meeting, with no public and Board member interaction during the meeting. If the speaker wishes a response, a written request should be given to Donna Westerhoff. The Board discussed the guidelines, and decided that, under certain circumstances, valuable input from the audience could be missed. In those circumstances, audience members may be recognized by raising their hands and limiting their comments to one minute.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Snyder at 7:25 PM on Tuesday, November 15, 2005, at the Library System office. A quorum was present.

General Comment Jennifer Raimo read a list of issues that she and the Ephrata Public Library Board would like the Board and staff of the Library System to consider. The issues will be addressed by members of the System Board and staff, as recommended by the new guidelines.

Deb Beisell commented that local donations should be included in Incentive for Excellence Aid.

Secretary's Report
Minutes

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the October 18, 2005, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl referred to the October 2005 financial reports, as distributed to the Board. He reported that the Finance Committee has reviewed the report, and there are no unexpected variances. After discussion, the following motion was made.

Motion

On motion by Greg Diehl, the System Board of Directors directed that the October 2005 Financial Report be filed for audit. Motion carried 5 – 0.

Resignations

Fay Snyder reported that Joe Duff has tendered his resignation from the System Board to allow more time for family, including the return to Lancaster County of some family members.

Motion

It was moved by Janet Chalfant that the Library System Board of Directors accept, with regret, the resignation of Joe Duff. Motion carried 5 – 0.

Snyder reported that Bob McCarthy, a voting member of the Board, has submitted his resignation from the System Board to the Commissioners, due to time constraints that made it difficult to attend System Board meetings. Per the Library System Bylaws, no Board action is necessary.

There was discussion concerning sending a letter or other form of recognition to Duff and McCarthy in appreciation of their service to libraries in Lancaster County. After discussion, the following motion was made.

Motion

It was moved by Glenn Landis that the Library System Board of Directors send letters of appreciation to recognize Joe Duff and Bob McCarthy for their years of service to libraries in Lancaster County. Motion carried 5 – 0.

New Board Member

Fay Snyder reported that the Columbia Public Library Board has nominated Rose Eckman to fill the unexpired term of Bob McCarthy on the System Board, ending in January 2008. As a prospective voting Board member, Eckman's nomination has been submitted to the Commissioners, as per the System Bylaws. The System Board welcomed Eckman to the Board.

Administrator's
Report

In addition to her written report included in the Board mailing, Susan Hauer reported the following: 1) A *Lancaster Magazine* article on the

Ephrata Public Library. She expressed her gratitude to the Board and staff of the Ephrata Library for their excellence in service, and noted that this type of positive press reflects well on all libraries in Lancaster County. Copies of the article were available to the public in attendance at the meeting. 2) Plans are being made for a Board Retreat in January. The Bent Creek Country Club has made their facilities available free-of-charge, with a charge for food only. 3) Hauer referred to the brochure, *How Do Lancaster County's Public Libraries Rate*, and requested that Library Directors contact Mary Ann Heltshe-Steinhauer with the quantity desired. Libraries shared reports to date on the results of their municipal visits.

District Center
Library

In the absence of Joyce Sands, District Consultant, Bernie Gordon reported on the following: 1) Diane Pawling has been hired as the Business Reference Librarian for the Biz Center at the Duke Street facility, and is scheduled to begin employment on December 12. 2) Start-up costs for the Biz Center are funded, in part, by a \$50,000 Library Services and Technology Act (LSTA) grant, administered by Commonwealth Libraries. The required first of the quarterly reports has been filed. 3) Matt Kane, Head, State Aid and Statistics, Commonwealth Libraries, will attend the Directors Council meeting on March 3, 2006, to report on changes to the Annual Report for 2005. 4) Plan for Use of State Aid signature pages from each library are due to Commonwealth Libraries on December 1. 5) Joyce Sands has met with Barbara Basile, new Director of the Manheim Community Library.

Directors Council
Report

Susan Tennant, Directors Council Liaison to the System Board, referred to her written report included in the Board mailing. She noted the motion passed by the Directors Council defining enhanced service: *Enhanced service is the circulation of non-print materials that are purchased by local libraries*. The motion passed 7 – 2 by the Library Directors in attendance at the meetings.

Standing
Committees
Finance

Greg Diehl, Chair, reported that the Finance Committee has considered a stipend of \$2,000 for Strategic Planning for the Lancaster Public Library, which is half of the invoice. The amount will be allocated out of the Contracted Services portion of the budget.

County
Funding
Request

Diehl reviewed the County Funding Request (CFR) Summary included in the Board mailing, and noted that the 2005 Central Resource Library line has be re-categorized in the Distributions line.

There was a question as to why Interlibrary Loan, Delivery and Reference are included in the County Funding Request when they are District services. The reply was that since the state cut District funds, the extra income is necessary to meet District expenses.

Motion It was moved by Glenn Landis that the Library System Board of Directors approve the County Funding Request as presented. Motion carried 5 – 0.

2006 Budget Diehl reported that the Finance Committee, with the System Board invited to participate, had two lengthy meetings to develop the budget. He reviewed the Income and Expenses memo prepared by Susan Hauer and Shannon Jones, and noted that there is little change overall from the 2005 budget. After discussion, the following motion was made.

Motion It was moved by Glenn Landis that the Library System Board of Directors approve the 2006 Library System budget as presented.

During discussion, there was dialogue about where and how the budget should be posted for the public. A suggestion was made to delay approval to allow time to post the budget on the System website and make it available to the public.

The question arose of the Library System no longer allowing libraries to “piggy-back” onto the System’s medical insurance policy. Library Directors expressed concern with the increased cost and the difficulty in obtaining alternate insurance. Donna Westerhoff reported that with the closure of HealthGuard, she and Susan Hauer worked with Stoudt Advisors (from the Chamber Health Plan) to replace the medical insurance. Special emphasis was placed on finding a company that would allow the library employees to purchase the same plan as System staff and take advantage of the System’s group rates. Stoudt Advisors investigated several companies, but found none that would allow people not employed by the System to “piggy-back” onto their plan. The previous arrangement was a community service provided by a local insurance company, but was no longer an option.

Amended Motion It was moved by Bernie Gordon to delay the vote on the budget until the next regular Board meeting. During that time, copies of the draft budget would be distributed to member libraries and the Commissioners. Motion failed, with 3 opposed, and 1 in favor. The President did not vote.

A vote was called for the original motion. The motion carried 5 – 0.

Human
Resources

In the absence of Bud Rettew, Chair, there was no report.

Legislative Council	Kay Rohrer reported that the Council recommends forming relationships with legislators. One suggestion is to invite other library advocates within each legislators' district to visit. Bi-annual contact is recommended.
Nominating	Fay Snyder reported that the names and biographical information for the incoming 2006 voting members of the Board have been submitted to the Commissioners for approval. Per the Bylaws, the slate of officers for 2006 has been submitted for their information.
Ad Hoc Committees	
Funding Task Force	Greg Diehl, treasurer of the System Board, acting as facilitator, reported that the task force is off to a good start. A high quality group has met to take on the work, and the beginnings of a plan were developed. More will be reported on the plan at a later date.
PLEDGE	Bernie Gordon reported that additional funds have been collected, and a personal loan to PLEDGE has been repaid. The System paid PLEDGE's outstanding bills totaling \$1948, and the Committee still hopes to raise those funds to reimburse the System.
System Membership Agreement	Fay Snyder referred to the draft of the agreement included in the Board mailing. She asked the Board to take action on the draft so that it can be shared with library boards. Issues raised by libraries will be addressed before final approval. A desired timeline is for library boards to review the draft and return their signed endorsement pages before the end of the year, with the effective date coinciding with the Annual Meeting in January. After discussion, the following motion was made.
Motion	It was moved by Kay Rohrer to approve the System Membership Agreement as a draft. Discussion questions brought forward will be addressed and considered. Motion carried 5 – 0.
Old Business	
Commissioners' Match Clarification	Fay Snyder referred to clarifications, included in the Board mailing and available to the public in attendance at the meeting. She noted that the match includes new monies from municipalities, school districts, state and private funds. She noted that the Commissioners would not increase the \$300,000 if new funds exceed that amount. If the municipality does not maintain the increase, there will be a percentage decrease of basic aid that mirrors the percentage decrease in total municipal income. A spreadsheet reflecting a sample of this decrease was included, as well as a sample document that may be used as written documentation from the municipality.

Bylaws Revision Fay Snyder referred to the Excerpts from the Bylaws proposed revisions, distributed to the Board and reflecting changes to term limits as discussed at the September 20, 2005, meeting. The document was emailed to each Board member on October 3, fulfilling the Bylaws requirement that a minimum of 15 days notice to the Board, in writing, is required before action is taken on proposed changes. The new wording is as follows:

Article IV: Board of Directors , Term: The term of office is three years and shall begin immediately after the Annual Meeting.

A Director shall serve no more than two consecutive terms. After a three-year hiatus, the Director may again be appointed to the System Board.

If filling an unexpired term of less than one year, the first term will not begin until the next annual meeting. However, if the unexpired term is more than one year, that Director will be considered as serving a full first term. Therefore, seven years is the maximum consecutive years a Director may serve.

The Board of Directors initial first term shall be divided into three groups - A, B, and C. Group A Directors shall serve for three years, Group B Directors shall serve for two years and Group C Directors shall serve for one year. Henceforth second terms of all individuals from A,B, and C will be for the described three year term.

After discussion, the following motion was made.

Motion It was moved by Glenn Landis to accept the change to the Bylaws, Article IV, Board of Directors, Term, as presented. Motion carried 5 – 0.

Reconvene Fay Snyder reported that currently, per the Bylaws, the Commissioners
Bylaws approve nominees to fill vacancies to the voting members of the Board,
Committee without input from the System Board. She asked the Bylaws Committee to reconvene to discuss this topic. Committee members are: Janet Chalfant, Bernie Gordon, Glenn Landis, Sue Leggett, Fay Snyder, Susan Hauer, and Donna Westerhoff, staff member. She asked for additional volunteers, to which there was no response.

New Business None.

General Comment Bernie Gordon noted that regarding the current voting/non-voting designations, a large portion of the County is not represented.

Jennifer Raimo expressed her opinion that Library Directors should participate in the budget process.

Dale Reinecker voiced his belief that it may now be time to look at the Board structure regarding voting and non-voting membership.

Next Meeting The next meeting is scheduled for Tuesday, December 13, 2005, 7:00 PM, Library System office.

Executive Session

Motion It was moved by Glenn Landis to adjourn to Executive Session at 9:08 PM for personnel issues. Motion carried 5 – 0.

Motion It was moved by Glenn Landis to end Executive Session at 9:36 PM. Motion carried 5 – 0.

The Board meeting reconvened.

Adjournment

Motion It was moved by Kay Rohrer that the meeting be adjourned at 9:37 PM. Motion carried 5 – 0.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary