

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 13, 2007

Attendance:

Board Members: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Larry Burkhart; Cheryl Deck; Martin Hudacs; Glenn Landis; Virginia McGrath; Kay Rohrer; Robert Sabatelli; Kay Vandergrift. Prospective Board Member: Dianne Jackson. Absent: Pat Ditzler.

System Staff: Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; Rhonda Kleiman, Business Information Coordinator.

Guests: Katrina Anderson, Director, Quarryville Library; John Havrilla, Lancaster Public Library Board; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Kathy Thren, Director, Adamstown Area Library; Douglas Wendt, Wendt Communication Partners.

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 7:05 PM on Tuesday, November 13, 2007, at the Library System office. A quorum was present.

President Diehl reported that there will be an Executive Session at tonight's meeting for the Board to work on Susan Hauer's performance evaluation.

General Comment None.

Secretary's Report  
Minutes

**Approval**

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the October 16, 2007, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Dale Reinecker, Treasurer, did not attend the Finance meeting, and asked Glenn Landis to report to the Board. Landis referred to the October 2007 financial report, as included in the Board mailing. He reported that the Commissioners' Match of \$300,000 was distributed to member libraries, and \$66,345 was distributed to three libraries who met their collection goals as of September 30, 2007. After discussion, the following motion was made.

- Motion** On motion by Virginia McGrath, the System Board of Directors directed that the October 2007 Financial Report be filed for audit. Motion carried unanimously.
- Report on BIG Study Susan Hauer and Rhonda Kleiman introduced Douglas Wendt, Wendt Communications Partners. Wendt referred to the report distributed to those present, which summarizes his findings of the recent study he conducted of the Business Information Services Program. He reported that the program is at a juncture, and is ready to broaden its focus countywide. His recommendation includes strengthening the market effort and single branding.
- To conclude his presentation, Wendt and Kleiman answered questions and led discussion with Board members.
- President's Report Commissioners' Meeting President Diehl reported that he, Susan Hauer, Bill Hudson, Jill Brewster and Mary Ann Heltsh-Steinhauer attended a 30-minute meeting with the Commissioners to present the Library System County Funding Request for 2008.
- System Board Resignation Diehl reported that he received Martin Hudacs' letter of resignation from the System Board, to be effective December 1, 2007. Hudacs cited his increased workload since becoming superintendent of the Solanco School District. Diehl and the Board expressed their appreciation to Hudacs for his service to the Library System. Hudacs reported that he was grateful to have served, and found the experience both enjoyable and challenging.
- Motion** On motion by Dale Reinecker, the Library System Board of Directors accepted, with regret, the resignation of Martin Hudacs, effective December 1, 2007. Motion carried unanimously.
- Board Appointee Diehl reported that the Quarryville Library Board has appointed Diane Jackson to fill the unexpired term of Martin Hudacs, whose terms ends in January 2008. He referred to Jackson's biographical information included in the Board mailing. Per the Bylaws, Jackson's first term will begin in January 2008 and end in January 2011.
- Motion** On motion by Glenn Landis, the Library System Board of Directors approved the appointment of Diane Jackson to fill the unexpired term of Martin Hudacs, effective December 1, 2007, term ending in January 2011. Motion carried unanimously.
- Jackson's biographical information will be forwarded to the Commissioners for their approval.

Draft Schedule of 2008 Meetings	Diehl referred to the draft schedule of 2008 Meeting Dates included in the Board mailing, and noted that action on the schedule will take place at the Annual Meeting in January 2008.
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 that there are currently several vacancies in libraries, and that she is gathering salary information to share with library boards.
District Library Report	In the absence of Joyce Sands, District Consultant, Debra Rosser-Hogben, District Administrator, referred to the District Report mailed electronically to the System Board, library board presidents and the Directors2 mail list. There were no questions.
Directors Council Report	In the absence of a representative from the Directors' Council, there was no report. Board members were referred to the Directors Council notes from the November 2, 2007, meeting, included in the Board mailing.
Committees Executive	President Diehl reported that items discussed at the Executive Committee meeting have been covered previously.
Finance	Dale Reinecker, Treasurer, asked Glenn Landis to report. Landis referred to the proposed changes to the IT Service Agreement as part of the System Membership Agreement, as included in the Board mailing. The Finance Committee recommends the following wording be added to Section 3.2.1 Wide Area Network: <i>However, if notification is made to ITS in time to be included in the System's budget and e-rate schedule, ITS will pay 50% of the cost of moving the WAN connection to a new member library building, up to a maximum of \$10,000.</i> After discussion, the following motion was made.
<b>Motion</b>	<p>On motion by Glenn Landis, the Library System Board of Directors approved the adoption of the amendment to the IT Service Agreement, as presented. Motion carried unanimously.</p> <p>Landis reported on the current situations with Pequea Valley and Moores Memorial libraries moving into new buildings, and the two libraries developing the budgets and applying for grants just prior to the adoption of the IT Service Agreement. The Finance Committee felt that because of the timing, these two libraries should be considered independently from the IT Service Agreement. After discussion of the special circumstances involving Pequea Valley and Moores Memorial libraries, the following motion was made.</p>

<b>Motion</b>	<p>On motion by Glenn Landis the Library System Board of Directors approved covering the approximately \$13,500 cost of Pequea Valley's WAN connection in its new facility. Motion carried unanimously.</p> <p>The cost of Moores Memorial WAN connection will be addressed when an estimate is determined, closer to their move-in date.</p>
Human Resources	No report.
Legislative Council	No report.
Bylaws	No report.
Nominating	No report.
Governance	No report.
Other Business	
System Membership Agreement Extension	<p>Susan Hauer referred to the System Membership Agreement Extension document, as included in the Board mailing. The agreement is typically for one year, from January to January, but the current agreement was not approved until July 2007. The Executive Committee proposes to the System Board and member library boards that the renewal date be extended through 2008, with a reviewed and/or renewed agreement presented for 2009. Upon System Board approval, member library boards will be asked to sign a new signature page, extending the date of the agreement until January 2009. After discussion, the following motion was made.</p>
<b>Motion</b>	<p>On motion by Virginia McGrath, the Library System Board of Directors proposes to member library boards that the renewal date of the 2007 System Membership Agreement be extended to expire January 2009. Motion carried unanimously.</p>
New Business	None.
General Comment	<p>Debra Rosser-Hogben reported that Pat Ditzler plans to resign from the System Board, and that the LPL board will appoint John Havrilla to fill her unexpired term. Ditzler's letter of resignation and Havrilla's biographical information will be sent to the System Board. President Diehl noted that action will be taken on both at the regular business meeting, just prior to the Annual Meeting in January.</p>

Susan Hauer reported that a Trustee of the Year nomination form and criteria is being developed, and she proposes introducing an additional award to honor paid staff.

**Next Meeting** The December System Board meeting has been cancelled. The next meeting of the Library System Board of Directors will be the Annual Meeting, scheduled for Tuesday, January 15, 2008. Meeting details will be sent at a later date.

**Executive Session**  
**Motion** On motion by Virginia McGrath, the System Board of Directors adjourned to Executive Session for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 9:40 PM.

**Adjournment**  
**Motion** On motion by Robert Sabatelli, the meeting adjourned at 9:42 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary