

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
October 21st, 2015

Attendance:

Board Members: Brandon Danz, President; Diane Tannehill, Vice President; André Fouchet, Treasurer; Russell Miller, Secretary; Terry Kauffman. Absent: Christina Diehl; Andrea McCue, Lancaster County Commissioners' Representative.

System Staff: Pete Petruski, Interim Executive Director; Stephanie Zimmerman, Training and Development Coordinator; Mary Ann Heltshe-Steinhauer, PR/Community Relations Manager.

Guests: Margie Perella, Director, Pequea Valley Public Library; Jason Graybill, President, Pequea Valley Public Library Board of Directors; Lisa Greybill, Director, Columbia Public Library; Penny Talbert, Executive Director, Ephrata Public Library; Ann Small, President, Ephrata Public Library Board of Directors.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Danz at 6:34 PM on Wednesday, October 21st, 2015, at Pequea Valley Public Library. A quorum was present.

Executive session On motion by President Danz, the Board adjourned to Executive Session at 6:34 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 6:40 PM. No action was taken.

Public Comment Margie Perella welcomed the Board and guests to the Pequea Valley Public Library. A tour will follow the meeting.

Secretary's Report

Minutes

**Approval**

Russ Miller, Secretary, referred to the minutes of the August meeting, as included in the Board mailing. Russ Miller moved and Terry Kauffman seconded to approve the minutes. The minutes were approved as presented.

Treasurer's Report

André Fouchet, Treasurer, stated that due to special circumstances with the Finance Manager, Jim Showalter, there is no official report available. He reported that Smita Christian was hired to assist with bookkeeping. LSLC is ahead in all budgets dues to unfilled positions in IT and should end the year ahead. The funding of the member library websites will take care of this

average. Special thank you to Pete for continued assistance in this transition. After discussion, the following motion was made.

**Motion**

André Fouchet moved and Russ Miller seconded to approve the unofficial report. Motion carried unanimously.

President's Report

President Danz reported on the following:

Thanks to Margie Perella and Jason Graybill for hosting this month's meeting.

Mendi Lowe has resigned from the LSLC Board of Directors for personal reasons. Her absence is a great loss to us; she assisted on constructing the Strategic Plan and in the Executive search.

LSLC will be looking to fill her Board seat; any suggestions for possible candidates should be sent to President Danz.

Interim Executive  
Director's Report

Pete Petruski referred to his report included in the Board mailing. André Fouchet asked for an update on the Ingram outsourcing and Pete stated that Dawn Peterson, Acquisitions Manager, is finishing up making visits to member libraries to better understand their workflow.

Russ Miller asked for clarification about the possible ramifications of the State of Pennsylvania not deciding on a budget. Pete stated that the State is five months behind on a budget. Right now, the District Library, LPL, is lending itself money to continue normal operations. If a budget is not decided on, LPL may have to cut down on scheduled Way Delivery days to member libraries to cut costs, among other money saving areas.

André Fouchet asked about whether the list of LSLC services that had been decided on by the Director's Council had been prioritized at the last meeting. Pete stated that a quorum wasn't present, so this couldn't be voted on. It is on the November agenda. Penny Talbert mentioned that many libraries feel underrepresented. The prioritizing of services is tentatively to be decided by January.

Directors' Council  
Report

In addition to the approved Directors' Council minutes for June included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Lisa Greybill, Directors' Council Liaison, briefly outlined the three points from the Directors' Council meeting: \$3000 dollars were raised by Boscov's for countywide youth services beyond summer reading, Sierra was approved as next ILS, and a public awareness

presentation was given.

There were no questions.

Committees

Finance

André Fouchet, Treasurer, reported that there is not currently an official report. The audit for LSLC was completed, and 5-6 other libraries are also finished with their audits. Not known when the next finance meeting will be, but it will be soon.

Personnel

Terry Kauffman reported that the current project is making sure that job descriptions align with the Strategic Plan. They are working on crafting a new evaluation form. The current form will be used for the time being and the committee expects to be switched to the new evaluation form by January 1<sup>st</sup>. Job descriptions are very close to final form. There were no questions.

Executive  
Search

Brandon Danz, President, announced that he would be asking for a motion of the vote. The search began in February with a committee of two Board members and two member library directors. A month was spent on constructing the job description—including a Director’s Council and Board meeting to get feedback on the final document—which was passed unanimously. The position also went through a name change, from Administrator to Executive Director. Nineteen candidates were brought in from seven different states, and three rounds of interviews were performed.

The board believes that they have chosen the best person for the job description they constructed. It was a long process, but it was better for the result.

**Motion**

On motion by Terry Kaufman, seconded by André Fouchet the Library System Board of Directors moved that **Pete Petruski** be instated as Executive Director of LSLC. Motion carried unanimously.

Subcommittee for  
Matching Job  
Descriptions to  
the Strategic Plan

Members Trish Vandenbosch, Director, Moores Memorial Library, Diane Tannehill, and Terry Kaufman are set to meet next week to begin work on matching job descriptions to the Strategic Plan.

Old Business

None.

New Business

Penny Talbert, Executive Director, Ephrata Public Library, proposed the discussion of a formal review of member library service areas. A formal letter request from Ephrata’s Board of Directors was sent to the LSLC Board, which was provided at the meeting.

A discussion ensued. The question was raised as to who is responsible for reviewing and changing assigned service areas. The Board decided to send an official request for guidance on the subject to the Office of Commonwealth Libraries. The Board also requested that Penny bring the discussion to the Director's Council to get feedback from directors. A formal request for comment from the library boards was to be sent after the meeting, with the deadline of November 30<sup>th</sup>. The Board will wait until feedback has been given before making a decision.

Pete Petruski then discussed the quarterly report on progress made with the strategic plan. The report he constructed will be made available on the website. For this quarter, LSLC is on track for their three year plan. Pete anticipates that next quarter will focus on appraisals, advocacy, and website development.

3-Point Summary to  
Directors'  
Council

The Board chose the following three points to include in the summary for reporting to the Directors' Council:

- 1) Pete Petruski hired as Executive Director.
- 2) The Director's Council will be looking at recommendations on moving forward on service areas.
- 3) Quarterly update of Strategic Plan progress was given.

Public Comment

Penny Talbert requested LSLC look into reimbursing libraries who have been running their own websites instead of using the websites provided by the system. André Fouchet stated that before this can be considered, a number must be provided.

Stephanie Zimmerman of LSLC commented that she is excited and proud to have Pete Petruski as her Executive Director. Mary Ann Heltshe-Steinhauer seconded.

Adjournment

**Motion**

It was moved by the Board that the meeting be adjourned at 7:37 PM. Motion carried unanimously.

**Next Meeting**

The next regular meeting is scheduled for Wednesday, November 18th, 2015, 6:30 PM. at the Moores Memorial Public Library.

Respectfully submitted,

Board of Directors  
October 21st, 2015  
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Meredith Hendrix  
Recording Secretary