

Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 11, 2001

Present: Pixie Berman, President; Nancy Dyrness; Marian R. Gerhart; Terry L. Kauffman; Terry W. Reber; Mary Ellen Pellington, Executive Director; Shannon Berg, Accountant; Joseph McIlhenney, Manager, Operations and Consulting Services; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Deborah Glessner, Library Assistant; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Jeannette Martin, Interim Manager, Technical Services; Scott Meldrum, Training Coordinator; Katrina Anderson, Director, Quarryville Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Barbara Grater, Board Member, Ephrata Public Library; Bernerd Grissinger, President, Milanof-Schock Library Board; Karen Hutchison, Director, ELANCO Library; Glenn Landis, President, Lititz Public Library Board; Jim Martin, President, Lancaster Area Library Board; Ginny McGrath, President, Adamstown Area Library Board; Wayne Murphy, Board Member, Lancaster Area Library; Roseanne Perkins, Director, Adamstown Area Library; Jennifer Raimo, Director, Ephrata Public Library; James Stetina, Executive Director, Lancaster Area Library; Bonnie Young, Director, Lititz Public Library; Sharyn Bellafiore and Larry Gagnon, Manheim Township Library Committee.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Berman at 4:04 PM on Thursday, October 11, 2001, in the 5th Floor Conference Room of the Lancaster County Courthouse. A quorum was present.

Secretary's Report
Minutes In the absence of Richard Heilig, Secretary/Treasurer, Mary Ellen Pellington presented the Secretary's and Treasurer's Report. She referred to the minutes of the September 12, 2001, meeting, as included in the Board mailing. The minutes were approved as presented.
Approval

Treasurer's Report Mary Ellen Pellington reported on the Financial Statements for August and September, 2001. She noted that the line items for payroll taxes is being closely monitored because the amount expended may surpass the amount budgeted. After discussion, the following motion was made.

Motion On motion by Terry Kauffman and second by Nancy Dyrness, the System Board of Directors accepted the August and September, 2001 Financial Reports. Motion carried 5-0.

Ms. Pellington referred to the Requests for Revision of Central Resource Library Budget Lines from the Lancaster Area Library included in the System Board folders, as follows: to increase Security Gate line item from \$12,000 to \$12,970, and to decrease the Window Washing line item by the same amount; to increase the Reader Printer line item from \$12,000 to \$12,180, and to decrease the Reader Printer Maintenance line

item by that amount. After discussion, the following motion was made.

Motion On motion by Terry Kauffman and second by Marian Gerhart, the System Board of Directors approved the line item changes to the Central Resource Library Budget Line Items, as requested. The Central Resource Library is requested to submit any future anticipated budget line item changes prior to making purchases/expending funds. Motion carried 5-0.

President's Report President Berman reported on the following: the Mission G.O. Kick-off; discussions with Horst Properties regarding System office location, and with John Klingler regarding agreed upon procedures study; meeting with Commissioner Thibault to review Baseline Evaluations from Commonwealth Libraries; Advisory Council meeting held October 10; asked Marian Gerhart, with committee, to begin review of Strategic Long Range Plan; Integrated Library System presentations; Senior Summer Reading and Migrant Summer programs; Story Connection; and *Arthur* exhibit at the Lancaster Museum of Art. She congratulated Mary Ellen Pellington and staff on receipt of 2001 PCBL Library Public Relations Award for the Biz Info to Grow (BIG) program. Ms. Berman noted the following upcoming events: PaLA conference, October 14 – 16, in Philadelphia; breakfast for the Manheim Township Branch Library building information, October 15, at which she has been invited to speak; Lancaster Chamber Business Expo, October 17 and 18, at the F&M Sports Center; the 50th anniversary celebration of the Friends of the Lancaster Area Library, October 26, at St. John's Episcopal Church; and the systemwide board development workshop, November 3, at the Lititz Public Library.

Executive Director's Report In addition to her written report included in the Board mailing, Mary Ellen Pellington introduced Dzintra Gorman, Manager, Collection Development/Technical Services, who began employment with the Library System on October 1. Ms. Pellington and Rick Heilig met with County Administrator Kirchner on October 10 regarding the 2002 County Funding Request, and were requested to review submission with a \$100,000 increase over year 2001. Ms. Pellington met with System management team and is re-evaluating projected program and funding needs. In addition, she requested a meeting with and information from the CRL. The revised Funding Request is due to County Administrator Kirchner no later than October 16.

Milanof-Schock Library Service Area Request Mary Ellen Pellington reported that Milanof-Schock Library has requested a review of its shared service area with the Elizabethtown Library for Mount Joy Township. The population figures assigned by the Library System reflect one-half of the township population each for the Milanof-Schock and Elizabethtown libraries. The Township bases its appropriations to both libraries on school district populations. Ms. Pellington has discussed this request with the Elizabethtown Library Board and has agreement. After discussion, the following motion was made.

Motion	On motion by Terry Reber and second by Nancy Dyrness, the System Board of Directors approved the change in the division of the Mount Joy Township service area between the Elizabethtown Public Library and Milanof-Schock Library, to reflect school district populations, as follows: Milanof-Schock Library – Donegal School District – 1,736 residents; Elizabethtown Public Library –Elizabethtown School District – 6,208 residents. Motion carried 5-0.
County Coordination Aid Plan for Year 2002	Mary Ellen Pellington referred to the County Coordination Aid Plan for Year 2002. The funds are intended for the growth and development of countywide services or programs. The following library directors volunteered to serve on the committee to develop the plan for aid expenditures: Sandy Dinoff, Director, Strasburg-Heisler Library; Karen Hutchison, Director, Eastern Lancaster County Library; Jennifer Raimo, Director, Ephrata Public Library; Jim Stetina, Executive Director, Lancaster Area Library; and Bonnie Young, Director, Lititz Public Library. The Advisory Council approved the plan at its regular meeting on October 10, 2001 and has forwarded it to the System Board with its recommendation for approval. After discussion, the following motion was made.
Motion	On motion by Terry Kauffman and second by Marian Gerhart, the System Board of Directors approved the Plan for Use of County Coordination Aid Year 2002 in the amount of \$222,300, as presented. Motion carried 5-0.
Marketing Study	Mary Ellen Pellington introduced James DeBord and Matt Pinsker of Jack Burden Associates. They presented Phase I of the Library System’s marketing study, <i>Obstacles and Opportunities: Best Practices</i> , comparing the Library System of Lancaster County with approximately 24 similarly sized library systems throughout the nation. They reviewed the study, table by table. Copies of the preliminary report will be distributed to member libraries. The final report will be completed by December.
Lancaster Area Library Building Plan for Manheim Township Branch Library	Jim Martin, President, Lancaster Area Library Board of Directors, presented a brief history of the library in Manheim Township Branch Library; Jim Stetina, Executive Director, gave an overview of services, facility, budget and staff; Mark Kimmel, Kimmel-Bogrette Architects of Conshohocken, presented the rendering of the building design and specifications. A lengthy discussion followed regarding the funding numbers provided and other branch issues.
Motion	On motion by Marian Gerhart and second by Terry Reber, the System Board of Directors approved the Lancaster Area Library’s building plan for the Manheim Township Branch Library. This Board needs to hear more adequate plans for funding, staffing, collection development and general operations. Motion carried 5-0.
Integrated Online Library System	Mary Ellen Pellington and Bill Hudson reported on the status of the Integrated Online Library System. This has been a long process, spread

over a ten-month period. After numerous meetings, vendor demonstrations, requests for proposals response evaluations and site visits, Innovative Interfaces, Inc. has been chosen as the vendor providing the best solution to meet the needs of the Library System. RMG Consultants will participate in negotiations. Mr. Hudson expressed his gratitude to those serving with him on the committee: Sandy Dinoff, Director, Strasburg-Heisler Library; Deb Glessner, Technical Services Library Assistant, Library System; Eron Lloyd, Technology Coordinator, Lancaster Area Library; Joseph McIlhenney, Manager, Operations and Consulting Services, Library System; Jennifer Raimo, Director, Ephrata Public Library; Mark Sandblade, NT Systems Administrator, Library System; Joanne Stecz, Director, Columbia Public Library; and Bonnie Young, Director, Lititz Public Library. After discussion, the following motion was made.

Motion On motion by Nancy Dyrness and second by Terry Reber, the System Board of Directors approved entering into negotiations with Innovative Interfaces, Inc. for the purchase of the Integrated Library System. Motion carried 4-0. (Terry Kauffman had left the meeting before the motion was made.)

Public Comment Larry Gagnon thanked the System Board for approving the building plans for the Manheim Township Branch Library. Bonnie Grater commended the Library System staff for the comprehensive and professional County Funding Request and thanked the System Board for approving it. She inquired what could be done to encourage the Board of Commissioners to pass it. Terry Reber implored community members to visit their municipalities once or twice per year to report on successes within libraries, rather than joining their meetings only when requesting funding. Jim Martin also encouraged patrons to attend municipal meetings. Bernerd Grissinger thanked the System Board for approving the change in service area population figures and Mary Ellen Pellington for her attention to the Milanof-Schock request. Jennifer Raimo cited some of the additional information that will be available with the new IOLS, such as municipal and usage figures.

Next Meeting The next meeting is scheduled for Thursday, November 8, 2001, 4:00 PM, 5th Floor Conference Room, Lancaster County Courthouse.

Executive Session

Motion It was moved by Terry Reber and seconded by Marian Gerhartto adjourn to Executive Session at 5:58 PM for contract issues. Motion carried 4-0.

Motion It was moved by Terry Reber and seconded by Nancy Dyrness to end Executive Session at 6:15 PM. Motion carried 4-0.

The Board meeting reconvened.

Adjournment

Motion It was moved by Marian Gerhart and seconded by Terry Reber that the meeting be adjourned at 6:17 PM. Motion carried 4-0.

APPROVED
as presented
November 8, 2001

Pixie Berman, President
Richard Heilig, Secretary