

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
October 19, 2004

Attendance:

Board Members: Voting: Joe Duff, President; Fay Snyder, Vice President; Greg Diehl, Secretary/Treasurer; Janet Chalfant; Glenn Landis; Kay Rohrer. Absent: Jeffrey Griel.  
Non-voting: Trish Cox; Marianne Melleby; Dale Reinecker; Bud Rettew; Molly Henderson, Lancaster County Commission. Absent: Sue Leggett; Robert McCarthy.

System Staff: Susan L. Hauer, Administrator; Shannon Jones, Controller; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Absent: Ed Miller, Special Services Coordinator.

Guests: Todd Fabian, Director, ELANCO Library; Arno Hauer; Joseph McIlhenney, 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 Duff at 7:08 PM on Tuesday, October 19, 2004, at the Library System office. A quorum was present.

Presidnet Duff introduced Susan Hauer's husband, Arno Hauer, visiting from New York, and wished Susan a happy birthday.

Mini Technology Presentation Bill Hudson conducted a PowerPoint presentation, showing the advances in technology in Lancaster County libraries over the past decade, and where future technology may be headed. This presentation was given at the *Technology Trends in Libraries* workshop at Millersville University on October 9.

Remarks from Commissioner Henderson Commissioner Molly Henderson reported that libraries are important to her, and that she is working hard to keep them in the forefront. Susan Hauer thanked Commissioner Henderson for her ongoing support.

Secretary's Report Minutes **Approval** Greg Diehl, Secretary/Treasurer, referred to the minutes of the September 21, 2004, meeting, as included in the Board mailing. He asked that an

amendment be added to the first paragraph on Page 5, under Downtown Business Information Center, to clarify the Library's System responsibility. After discussion, the following was added to an already existing sentence: "The lease must be approved and signed by the System Board, *with the understanding that the financial commitment of the Library System would not extend beyond six months maximum, and Library System responsibility would end upon receipt of funding from other sources or failure of the project.*"

It was noted that Margie Perella, Director, Pequea Valley Public Library, be added to the attendance list.

The minutes were approved as amended.

Treasurer's Report

Greg Diehl referred to the September 2004 financial reports, as included in the Board mailing. He reviewed the summary included with the report, and noted that 88% of the budgeted income has been received, and expenditures are at 75%. 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 September 2004 Financial Report be filed for audit. Motion carried 6-0.

Diehl noted that he has observed and is satisfied with the method System staff utilizes as they work through the budget process in the preparation of the 2005 Budget.

He reported that Mike Ireland's resignation has left a vacancy on the Finance Committee, and encouraged other Board members to join.

He referred to the Expense Reimbursement Program, and noted that to date, only four libraries have taken advantage of available funds. He encouraged board members to follow up with their Library Directors.

Eligible reimbursements include:

- Meetings, Committee Meetings or Events, i.e. Director's Council Meetings, System Board Meetings, Board and Staff Development Meetings/Events, District Advisory Council Meetings, TUG, CIG, YIG.
- Roundtrip Travel at \$.375 per mile from the member library to the meeting venue.
- Employee cost to replace the Director when meeting occurs during usual open hours where there is no other coverage for the Director's duties.

- Conference registration and/or travel or hotel accommodations for: System or Commonwealth Library continuing education events, or PaLA, PLA, ALA and other professional conferences.
- Personal or library membership dues for professional library organizations.
- As a reimbursement for course work leading to a master's degree in Library Education and/or Information.

Diehl referred to the County Coordination Aid, which is a state aid to the System intended to benefit all libraries systemwide. The plan for 2005 has been submitted to Commonwealth Libraries. The most significant changes from last year's plan is that the "Love Van" has been dropped, and Web Content Management has been added.

President's Report

President Duff had no report this month.

Library System  
Administrator's  
Report

Susan Hauer reported the following: 1) Her meeting with Phil Rainey, the County Director of Assessment, in which the Special Library Tax was discussed; 2) Update on Strategic Planning, a very successful program so far for both member libraries and the System; 3) The pilot project for turning on remote access is underway, which will benefit all library users in the County; 4) Greater accountability for System Services through great media coverage and placements; 5) Committees of the System Board are in place; 6) Empowerment of member libraries through their ownership of the Directors Council; 7) Successful submission of applications for one-time expenditures grants, both LSTA and through the legislators with the Community Revitalization Program.

District Center  
Library

Joseph McIlhenney, District Consultant, thanked the System Board for putting District issues on the agenda, and reported on the following: 1) Revised annual reports will be prepared for each library, and will include a final copy of the annual report, a list of what was changed and who changed it; 2) He asked that in the future, libraries ask their accountants to list in the narrative portion the beginning and ending balance; 3) In preparation for the Plan for Use of State Aid submission, it would be helpful if library directors have an idea of what the budget is, although most budgets have not been passed by library boards at this time.

Committee Reports  
Nominating

Joe Duff, Chair, reported that the Committee developed the following slate of officers for 2005: Fay Snyder, Chair; Janet Chalfant, Vice Chair; and Greg Diehl, Secretary/Treasurer. He asked for additional nominations, and there were none.

Human Resources Bud Rettew, Chair, reported that the Executive Committee has received copies of the revised Human Resources policies, and they will send in their comments before the Committee proceeds. The organizational chart and job descriptions are being put in place.

He reported that there are many times when Bill Hudson and Ed Kanaley are pulled from other necessary work to address PC repair issues. The recommendation has been made to create a new position, PC Technician, and hire someone at the entry level. After discussion, the following motion was made.

**Motion** On motion by Glenn Landis, the System Board of Directors approved the creation of a PC Technician position, and the hiring of someone to fill the position at \$20,000 to \$25,000 per year. Motion carried 6-0.

Strategic Planning Susan Hauer referred to the draft of the Library System's Strategic Plan, as distributed to the Board. After discussion, the following motion was made.

**Motion** On motion by Bud Rettew, the System Board of Directors approved the Mission, Vision, Core Values and Goals of the Library System Strategic Plan. Motion carried 6-0.

Local Funding Task Force Susan Hauer reported that Fay Snyder, Bud Rettew and Glenn Landis have agreed to serve on the Task Force. She expressed that libraries are an essential government service and should be funded, rather than treated as a charity. The hope is also that libraries would be paid in the spring when taxes are collected, not at the end of the year.

Old Business None.

New Business

Directors Council Liaison to the System Board In an effort to increase communication between library directors and the System Board, it has been suggested that a liaison from the Directors Council be appointed. The Directors Council Report would be included on the Board agenda, and the liaison, the Vice Chair of the Directors Council, would report Council issues at System Board meetings. The liaison would report back to the Directors Council concerning issues discussed at System Board meetings. After discussion, the following motion was made.

**Motion** On motion by Glenn Landis, the System Board of Directors approved the appointment of a Directors Council liaison to be added to the monthly agenda and report Directors Council issues at the Board meetings. Motion carried 6-0.

**Directors Council  
Report**

Todd Fabian, Vice Chair of the Directors Council, and newly appointed liaison to the System Board, reported that the Council is currently developing a resource sharing plan, which would be beneficial to all libraries and patrons. There is a consensus, minus two libraries, to proceed with development the project. The Circulation Committee is working on e-reserves, where patrons could access and place reserves from outside the library. The Committee has also proposed for approval a fine limit for videos of \$1 per day, with a \$5 cap.

General Comment

None.

Next Meeting

The next meeting is scheduled for Tuesday, November 16, 2004, 7:00 PM, Library System office.

Executive Session

**Motion**

It was moved by Glenn Landis to adjourn to Executive Session at 8:40 PM for personnel issues. Motion carried 6-0.

**Motion**

It was moved by Bud Rettew to end Executive Session at 9:35 PM. Motion carried 6-0.

The Board meeting reconvened.

Adjournment

**Motion**

It was moved by Bud Rettew that the meeting be adjourned at 9:36 PM. Motion carried 6-0.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary