

Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 18, 2005

Attendance:

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

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; Rhonda Kleiman, Business Information Coordinator; Susan Nevin, Acquisitions Manager.

Guests: Katrina Anderson, Director, Quarryville Library; Todd Fabian, Director, ELANCO Library; Cindi Knauer, ELANCO Library Board; Bonnie Grater, PLEDGE; Jennifer Raimo, Director, Ephrata Public Library; Robert Spotts, President, ELANCO Library Board; Carol Szutowicz, President, Ephrata Public Library Board; Susan Tennant, Director, Lititz Public Library.

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 7:05 PM on Tuesday, October 18, 2005, at the Library System office. A quorum was present.

General Comment Rhonda Kleiman announced that the Chamber Business Expo will be held on Thursday, October 20, from 9 AM to 6 PM, at the Franklin & Marshall College Alumni Sports & Fitness Center.

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.

Secretary's Report
Minutes

Correction

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the September 20, 2005, meeting, as included in the Board mailing. The omission of the word "be" on Page 5, Paragraph 4, Line 1, was noted. After the correction, the sentence reads, "Due to time constraints, the topic of System Board membership will be on the agenda for discussion at the October meeting." The minutes were approved as corrected.

Treasurer's Report Greg Diehl referred to the August and September 2005 financial reports, as included in the Board mailing. In the August report, Diehl noted the receipt of \$120,000 for Access PA, and equal disbursement to member libraries. The August report is in line with expectations. In the September report, he noted that the date on the summary page should be September, not May. Expenses for the year are at 73%, and the expected expenses are 75%. After discussion, the following motion was made.

Motion On motion by Greg Diehl, the System Board of Directors directed that the August and September 2005 Financial Reports be filed for audit. Motion carried 6 – 0.

There was a question as to why some budget lines are below the expected, such as postage, data fax, telephone and maintenance of equipment. It was reported that some of the items are a once-a-year payment, which is not yet due in 2005, and postage was paid in advance in 2004, and has not yet been needed in 2005.

Library System
Administrator's
Report In addition to her written report included in the Board mailing, Susan Hauer reported that she met with County Human Services Director, Gary Heinke, regarding the health network, the partnering of the Library System and Lancaster General Hospital to provide online public access to health information. She will seek input from member libraries and library boards at a later date.

District Center
Library Joyce Sands, District Consultant, reported on the following: 1) To assist with the hiring of a Reference Librarian for the BIZ Center, Rhonda Kleiman has reviewed the resumes received. Interviews for the position will begin in the near future. The BIZ Center is scheduled to begin operation in March 2006, with a Grand Opening in April 2006. 2) Sands requested that the 2006 District Advisory Council meetings for February, June and October be held at 6:00, just prior to the Board meetings. There were no objections to this plan.

Directors Council
Report Susan Tennant, Director of the Lititz Library and newly appointed Vice Chair of the Directors Council and liaison to the System Board, reported on the following: 1) The Directors Council listened to a presentation from Recorded Books, Inc., marketers of downloadable books. The company did not have prices available and will present a quote for the service at a later date. 2) A proposal was brought to the Council from National Review, a company that assists libraries in the collection of fines. The charge is up to \$8 per item, and the maximum charge for overdue books is \$5, so the plan is not an option. 3) The Council requests written guidelines for distribution of the Commissioners' Incentive.

Standing

Committees:

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| Finance | A meeting is scheduled for Tuesday, October 26, 6:00 PM. |
| Human Resources | Bud Rettew, Chair, reported that TIAA-Cref accepted the wording changes to the eligibility requirements and the vesting schedule for the employee retirement account. Employee job descriptions and performance evaluations are being finalized. |
| Legislative Council | A meeting is scheduled for Tuesday, October 26, 7:00 PM. |
| Nominating | Fay Snyder presented the Slate of Officers for 2006, as recommended by the Nominating Committee: President – Greg Diehl; Vice President – Bud Rettew; and Secretary/Treasurer – Dale Reinecker. She opened the floor for additional nominations, and there were none. She noted that the slate will be approved by the Board and the officer terms will begin at the Annual Meeting in January 2006. |

Ad Hoc Committees:

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| Joint System/
Directors
Council Task
Force | Fay Snyder reported that the task force is to be compiled of 4 System Board members, 5 Library Board members and 4 Library Directors, and to date, no Board members have volunteered to serve. The first meeting is scheduled for Thursday, November 3, 6:30 PM, at the System office. The charge of the task force, as approved at its July 19, 2005, meeting is “to define basic and enhanced services, and to develop leverage for local municipal support.” The System Board requested a more detailed definition of the charge. After lengthy discussion, there was consensus from the System Board that the Directors Council is better able to accomplish the charge than are volunteer Board members. The Board asked that the Council clarify the definition of basic and enhanced services, and present the charge, in writing, to the Board. |
| Motion | Bernie Gordon moved to table the July 19 motion until the Directors Council reports on their definition of the charge. There was no second to the motion. |
| Motion
Withdrawn | After further discussion, Gordon withdrew the motion. |
| Motion
Rescinded | It was moved by Glenn Landis to rescind the motion passed at the July 19 meeting stipulating that the Joint Task Force define basic and enhanced services. Motion carried 6 – 0. |
| Motion | It was moved by Glenn Landis that the Directors Council be requested to define basic and enhanced library services in terms that can be used for |

fundere, and to present the definitions in writing to the System Board.
Motion carried 6 – 0.

PLEDGE Bonnie Grater reported in the absence of Ginny McGrath, Chair. She noted that the Library System paid PLEDGE's outstanding bills of \$1,948, and has not yet been reimbursed. In addition, PLEDGE owes an outstanding loan of \$2,000. The PLEDGE Committee asked each library to donate \$350 to clear these outstanding debts. It was noted that the donation must not be from government income, but raised in another way. To date, five libraries have not paid their share. They were encouraged to help pay the bills, since all would have accepted the benefits, had the referendum passed.

System Membership Agreement Fay Snyder reported that the Committee has been meeting weekly and is making progress. The goal is to submit the revised agreement to the System Board and member libraries for approval by December 31, 2005.

Old Business

Commissioners' Match Guidelines Susan Hauer referred to the Commissioners' Incentive Program Guidelines included in the Board mailing. She reviewed the procedures, including the directives the Commissioners made in their letter to municipalities. After discussion, the following motion was made.

Motion It was moved by Glenn Landis to accept the recommendations as outlined in the Commissioners' Incentive Program Guidelines. Motion carried 6 – 0.

Bylaws Revisions Fay Snyder referred to the proposed revisions to the Bylaws pertaining to term limits, as included in the Board mailing. The Bylaws state that a minimum of 15 days notice to the Board, in writing, is required before action is taken on proposed changes. As stated in the September minutes, a vote on the changes will be on the agenda for the November meeting.

New Business None.

Next Meeting The next meeting is scheduled for Tuesday, November 15, 2005, 7:00 PM, Library System office.

Adjournment

Motion It was moved by Bud Rettew that the meeting be adjourned at 8:58 PM. Motion carried 6 – 0.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary