

Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 17, 2006

Attendance:

Board Members: Voting: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Glenn Landis; Sue Leggett; Marianne Melleby. Absent: Rose Eckman.
Non-voting: Patricia Cox; Bernard Gordon; Virginia McGrath; Kay Rohrer; Fay Snyder. Absent: Martin Hudacs.

System Staff: Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Financial Coordinator.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; Diane Jackson, Quarryville Library Board; Faye E. Kilgore; William Kilgore; Lilli Ann Kopp, Milanof-Schock Library Board; Joanne Milasus, Director, Columbia Public Library; Jennifer Raimo, Director, Ephrata Public Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Claudia Roun, Director, Moores Memorial Library; Joyce Sands, District Consultant; Robert Spotts, President, ELANCO Library Board; Susan Tennant, Director, Lititz Public Library; Kathy Thren, Director, Adamstown Area 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 Diehl at 7:14 PM on Tuesday, October 17, 2006, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the September 19, 2006, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report
Financial Report

President Diehl reported for Dale Reinecker, Treasurer. He referred to the September 2006 financial report, as included in the Board mailing, and reported that the Finance Committee has reviewed the report. He reported that spending should be at approximately 75%, and referred to

the memo included in the report, which explains variances. After discussion, the following motion was made.

- Motion** On motion by Glenn Landis, the System Board of Directors directed that the September 2006 Financial Report be filed for audit. Motion carried 5 – 0.
- Funding Formula for Distribution of State Aid President Diehl referred to the Funding Formula for Distribution of State Aid as included in the Board mailing. He reviewed the highlights, as outlined in the Funding Task Force Recommendation for the Distribution of State and County Aid, October 17, 2006, also included in the mailing. Sue Leggett, Funding Task Force Chair, noted that the components for the distribution formula came from the Finance Committee. There was discussion about population, local financial effort and the Central Resource Library are not included in the formula. Explanations were given of how the process worked and the formula developed. After discussion, the following motion was made, and a roll call vote was requested.
- Motion** On motion by Glenn Landis, the System Board of Directors approved the Funding Formula for Distribution of State Aid for 2007 as presented. Roll call vote: Glenn Landis – yes; Sue Leggett – yes; Marianne Melleby – yes; Dale Reinecker – yes; Bud Rettew – yes. {Amended 11/14/06 – *President Diehl did not vote.*} Motion carried 5 – 0.
- 2007 Budget President Diehl referred to the 2007 Program Budget, as included in the Board mailing, and noted that because the format is a program budget, it will not compare line-for-line to the 2006 budget. The variances of more than \$500 were reviewed with the Executive and Finance committees. Substantial differences were noted in the Information Technology and Collection Development and Technical Services areas. These increases were explained in more detail. There was discussion concerning the realistic cost of hardware and software to safeguard against another Millennium crash. After further discussion, the following motion was made.
- Motion** On motion by Glenn Landis, the System Board of Directors approved the 2007 Program Budget as presented. Motion carried 5 – 0.
- Premium Only Plan (POP) President Diehl asked Susan Young to report on the Premium Only Plan (POP). Young reported that, when payroll was outsourced to Total Payroll, the Library System was given the option of adopting a POP, which allows the portion of medical/dental premiums paid by employees to be on a pre-tax basis. The System paid a one-time fee of \$425 to enroll, but benefits because it will no longer pay Social Security tax on

the amount paid by the employee. Brewster & Brewster, Inc., administers the plan and requires Board approval.

Motion

On motion by Glenn Landis, the System Board of Directors approved the adoption of the Premium Only Plan, administered by Brewster & Brewster, Inc. Motion carried 5 – 0.

Dale Reinecker thanked President Diehl for giving the Treasurer's Report, as he was unable to attend the Executive and Finance meetings.

President's Report

President Diehl thanked everyone who has been participating in the numerous meetings being held, and recognized the time and effort put into it. He especially acknowledged the Funding Task Force for their extensive work in developing the budget.

Library System
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 circulated copies of *Library Hotline*, which contain the position vacancy ads for the Manager, Technical Services and Cataloger positions. She asked Bill Hudson to review the June 2006 crash of the Millennium system.

Hudson referred to a memo distributed to Board members, outlining the problem and the response. He noted that the IT staff has completed a thorough examination of the backup process and instituted changes in the way backups are verified. Negotiations are underway with the software vendor to provide full restore testing of a backup tape at least yearly.

District Center
Library

Joyce Sands, District Consultant, reported on the following: 1) she will remain the District Consultant for the Lancaster District, and the search for a new District Consultant has been discontinued; 2) audits and financial reviews were sent to Commonwealth Libraries by the deadline; 3) The Duke Street Business Center will be showcased during the November meeting of the Pennsylvania Library Association, South Central Chapter; 4) Commonwealth Libraries has asked her to participate in the peer review process for Library Services and Technology Act (LSTA) grants; 5) fifteen participants from six libraries attended the first two of four sessions of the Occupational Spanish Workshop; and 6) District Consultants from five districts in the region are planning the annual multi-district workshop.

Directors Council
Report

In addition to the minutes of the October 6 Directors Council meeting, Deb Beisell, Directors Council Liaison, reported on the following: 1) to encourage consistent participation of directors, the Directors Council has set aside the third Friday morning of each month for committee meetings;

2) she and Jennifer Raimo will serve on the System Membership Agreement Committee; and 3) the Directors Council will soon begin to review and evaluate District services and budget, as was done with the System.

Standing Committees

Executive	President Diehl reported that no new issues are under discussion.
Finance	The Finance Committee report was reflected previously in the Treasurer's Report.
Human Resources	Bud Rettew, Chair, reported that a meeting will be scheduled in November to begin review of the research done on ethics.
Legislative Council	Fay Snyder, Chair, reported that a meeting scheduled for October 12 was not held to lack of participation. The Council will plan to meet after election day, and will address holding additional Legislative Days throughout the year. She asked for volunteers to join the Legislative Council by contacting her.
Nominating	Report given after Bylaws report.

Ad Hoc Committees

Bylaws	President Diehl referred to the recommended revisions to the Bylaws, as included in the Board mailing. The revisions address, among other items, the proposed rotation schedule and personal terms of Board members. He reviewed the changes individually, and noted that, as per the Bylaws, 28 days must elapse between the introduction of revisions and the Board taking action on them. Therefore, action is anticipated at the November meeting.
Nominating	Fay Snyder reported for Martin Hudacs, Chair. She presented the proposed slate of officers for 2007, pending action on the revisions to the Bylaws. The proposed slate is: President – Greg Diehl; Vice President – Bud Rettew; and Secretary/Treasurer – Dale Reinecker.
Joint Committee on Communication	No report.
Unfinished Business	None.
New Business	None.

General Comment Deb Beisell reported that she hopes that the Bylaws revisions will be adopted so that Sue Leggett can continue to serve on the System Board; Jennifer Raimo thanked the Board for passing the Funding Formula, and expressed her appreciation for allowing Library Directors to be a part of its development. She noted that this is the first time in her 22 years in Lancaster County that Library Directors have been asked to participate, and observed that few Systems allow Director input when developing funding formulas.

Next Meeting The next meeting is scheduled for Tuesday, November 14, 2006, 7:00 PM, Library System office. Note that this is the second Tuesday in November.

Adjournment
 Motion It was moved by Dale Reinecker that the meeting be adjourned at 8:45 PM. Motion carried 5-0.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary