

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
October 16, 2007

Attendance:

Board Members: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Larry Burkhart; Cheryl Deck; Pat Ditzler; Martin Hudacs; Glenn Landis; Virginia McGrath; Kay Rohrer; Robert Sabatelli; Kay Vandergrift.

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

Guests: Katrina Anderson, Director, Quarryville Library; Barbara Basile, Director, Manheim Community Library; Bob McCarthy, President, Columbia Public Library Board; Jennifer Raimo, Director, Ephrata Public Library; 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 7:02 PM on Tuesday, October 16, 2007, 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 18, 2007, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Dale Reinecker referred to the September 2007 financial report, as included in the Board mailing. He reported that the Finance Committee has reviewed the report, and there are no unexpected variances. He noted that spending should be at 75%, and reported a beginning balance of \$1,658,431.20 and an ending balance of \$1,465,838.63. After discussion, the following motion was made.

**Motion**

On motion by Dale Reinecker, the System Board of Directors directed that the September 2007 Financial Report be filed for audit. Motion carried unanimously.

President's Report	President Diehl referred to the packet of updated Board manual information at Board members' seats, and asked that the outdated information in the manuals be replaced with the updated version.
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 reported the following: 1) She met with Bob McCarthy, Columbia Library Board President; Melissa Glenn, Columbia Library Board member; Emily Hornyak, Department of County Planning; and Columbia Mayor, Leo Lutz. They reviewed planned improvements at the Columbia Library, such as restrooms on the first floor and the elevator, both of which help to bring the library into Americans with Disabilities Act compliance. 2) She and Donna Westerhoff invited several newer members of the System Board to a brief orientation to review the Board manual, tour the facility while staff is at work, and to answer questions. The orientation was attended by Larry Burkhart, Bob Sabatelli and Kay Vandergrift, and will be scheduled in the near future with Cheryl Deck. The orientation was well-received and found to be useful. 3) Comcast is overstretched and experiencing difficulties. The WAN implementation is going slower than anticipated, but is being addressed and will be completed.
District Library Report	Both Debra Rosser-Hogben, District Administrator, and Joyce Sands, District Consultant, are attending the PaLA Conference. The District Report, as prepared by Sands, is included in the Board mailing. Questions or comments should be directed to Sands as noted in the report.
Directors Council Report	In addition to the Directors' Council notes for July and October 2007 included in the Board mailing, Jennifer Raimo, Directors Council Liaison, reported on the following topics discussed at the October meeting: 1) The Directors' Council reviewed and further defined the standards, as recommended by the Standards Committee. The recommendation will be addressed later in the meeting. 2) Rhonda Kleiman presented an overview of the changes to the BIG program. 3) Joyce Sands reported that \$17,000 in District funds must be expended in 2007. Susan Tennant shared a copy of the manual of electronic resources she produced. District funds will be used to provide the manual to all libraries.
Committees Executive	President Diehl reported that recently, the Finance and Executive Committee meetings have been combined, with several Board members attending both. The meeting has evolved into a work session, comparable to municipal work sessions. It is an open meeting, a legal notice has been placed, and a meeting schedule is posted in the System office. The meeting is held on Tuesday, one-week prior to the Board meetings, beginning at 4:00, and visitors are welcome.

Finance

Commissioners' Match Distribution Dale Reinecker, Treasurer, asked Jill Brewster to report on the Commissioners' Match Distribution. Brewster reported that there were three last minute increases in municipal funding, so the distribution figures, as included in the Board mailing, will change. A summary of the distribution will be sent to Board members, and a complete packet of information will be included with checks to each library.

Distribution of 2008 State Aid Susan Hauer referred to the Distribution of 2008 State Aid spreadsheets, as included in the Board mailing. She reported that the state has mandated that each library must get at least as much state funding as last year, plus \$393. She and Jill Brewster ran internal formulas several different ways to produce the most benefit to libraries. After discussion, the following motion was made.

**Motion** It was moved by Dale Reinecker that the Library System Board of Directors approve the Distribution of 2008 State Aid, as presented. Motion carried unanimously.

Human Resources No report.

Legislative Council No report.

Bylaws President Diehl referred to the proposed Bylaws changes, as developed by the Bylaws Committee and included in the September Board mailing. He noted that copies of the proposed changes are available at this meeting, if needed, and verified that Board members have reviewed the changes. As per the Bylaws, the changes were introduced to the Board at the September meeting, and 28 days have elapsed before action is taken at this meeting. After discussion, the following motion was made.

**Motion** It was moved by Ginny McGrath that the Library System Board of Directors approve the changes to the Bylaws as presented at the September 18, 2007, meeting. Motion carried unanimously.

Rotation Schedule Greg Diehl referred to the revised Rotation Schedule included in the September Board mailing. A change is necessary to accommodate the addition of the Manheim Township Library. Per the Bylaws, the Board must approve changes to the Rotation Schedule. After discussion, the following motion was made.

- Motion** It was moved by Ginny McGrath that the Library System Board of Directors approve the changes to the Rotation Schedule, as presented at the September 18, 2007, meeting. Motion carried unanimously.
- Nominating Dale Reinecker, Chair, reported that the members of the Nominating Committee are Larry Burkhart, Glenn Landis and Reinecker. He referred to the Slate of Officers for 2008, as included in the Board mailing. As required by the Bylaws, the Nominating Committee shall give at least 60 days written notice of the slate of officers to the Board and the County Commissioners. The nominations remain open until the elections at the Annual Meeting, and no Board action is needed until then. The Slate of Officers for 2008 is as follows:  
President – Bud Rettew  
Vice President – Glenn Landis  
Secretary – Kay Rohrer  
Treasurer – Greg Diehl
- The slate was included in the Board mailing to Molly Henderson, and will be mailed to all the Commissioners.
- Governance Ginny McGrath, Chair, reported that the Committee met prior to this meeting. They are making progress on policy development, and will make a summary report at the November meeting.
- Unfinished Business  
Standards Committee Recommendations In the absence of Joyce Sands, Chair, Jennifer Raimo, Committee member, presented the recommendation of the Standards Committee, as included in the Board mailing. She noted that the Standards Committee is an outgrowth of the Funding Task Force, and consisted of Deb Beisell, Susan Hauer, Jennifer Raimo, Bill Hudson, Debra Rosser-Hogben, Susan Tennant, Barbara Basile, and Joyce Sands. The Committee worked hard to develop achievable standards, while raising the bar for library standards. The Directors Council reviewed and reworked the recommendation. The resulting document is excellent and well-balanced. It is hoped that monetary rewards will be used as incentive to help library achieve the standards.
- Motion** It was moved by Ginny McGrath that the Library System Board of Directors accept the Library Service Standards as recommended by the Standards Committee, and send them to library boards for their approval.
- During discussion, the question of how the standards will be enforced was asked. There was consensus that the standards be adopted now as guidelines, and that they will be included in the System Membership

Agreement in the future. The purpose of tonight's approval of the standards is to show that the System Board is in agreement with them before they are sent to library boards for their approval.

Motion carried unanimously.

Meeting with  
Commissioners  
Susan Hauer reported that she, Greg Diehl, Jill Brewster and Bill Hudson have an appointment on October 31 to meet with the three Commissioners and the County Administrator to present the *County Funding Request and Prior Year Report 2008*. She distributed draft copies of the report for the Board to review.

New Business  
December Meeting  
President Diehl reported that it has been suggested that the December meeting not be held. After discussion, the following motion was made.

**Motion**  
It was moved by Glenn Landis that the December meeting be cancelled. Motion carried unanimously.

General Comment  
It was noted that the approval of member library Boards is the goal regarding the Library Service Standards. The System Board may be asked to act in spite of a less than unanimous endorsement. It was suggested that the Board might want to consider a policy regarding the percentage of libraries needed to pass an idea. Extensive works goes into ideas presented by committees, and it should not be undone by one dissenting voice.

Next Meeting  
The next meeting is scheduled for Tuesday, November 13, 2007, 7:00 PM, Library System office. Note that this is the second Tuesday.

Executive Session  
**Motion**  
It was moved by Dale Reinecker to adjourn to Executive Session at 8:17 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 8:53 PM.

Adjournment  
**Motion**  
It was moved by Pat Ditzler that the meeting be adjourned at 8:53 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary