

Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 20, 2005

Attendance:

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

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Susan Nevin, Acquisitions Manager; Mary Lou Walker, Cataloging Manager.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Rose Eckman, Columbia Public Library Board; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Robert Spotts, President, ELANCO Library Board; Joanne Stecz, Director, Columbia 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, September 20, 2005, at the Library System office. A quorum was present.

President Snyder distributed a copy of an email from a patron, lamenting the lack of quiet found in libraries, and suggesting that an area or room be provided where the quiet rule is observed.

General Comment .
Renee Christiansen reported that congratulations are due to the staff and teens of the Ephrata Public Library, winner of the *VOYA (Voice of Youth Advocates)* Most Valuable Program for 2005. They were honored for their "Stuck on the Library" event, where teens were duct taped to the walls of the library to show how much they value this resource.

Christiansen reported on the success of the Dutch Wonderland Readers' Jamboree Weekend, attended by 300+ families, most of whom wrote "Tell It To The Commissioners" postcards.

Secretary's Report
Minutes

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the August 16, 2005, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl reported that Shannon Jones, Controller, is on maternity leave, and due to technical difficulties, was unable to produce an August 2005 financial report.

2004 Audit

Diehl reviewed the independent auditor's report for 2004, as presented by John Murr, Sager Swisher and Company, at the Finance Meeting on September 13 and distributed to the Board.

Susan Hauer reviewed the management letter accompanying the audit and her response, distributed to Board members, to address the suggestions made by the auditors.

Bernie Gordon questioned the increase in fringe benefits and asked that the cause be determined and reported back to the Board.

There was discussion as to where and in what ways to share the audit with the public. It was decided that the audit will be posted on the Library System website.

Motion

On motion by Greg Diehl, the System Board of Directors accepted the 2004 audit, as prepared by Sager Swisher and Company. Motion carried 5-0.

Library System
Administrator's
Report

In addition to her written report, Susan Hauer reported on the positive comments she's received on the usefulness of the PowerPoint presentation when approaching municipalities.

District Center
Library

In the absence of Joyce Sands, District Consultant, Debra Rosser-Hogben, District Administrator, reported on the following: 1) District Consultant visits to member libraries; 2) the renewal of the IU-13 delivery contract is being negotiated, and an increase is anticipated; 3) library audits are due to Commonwealth Libraries on October 1.

Susan Hauer reported that the results of the Himmel and Wilson study were shared at the recent DLC/System meeting, and there is a possibility that the Library System of Lancaster County will participate in a pilot project, as defined by the report.

Directors Council
Report

No Directors Council meeting was held in September, so there is no report.

Committee Reports
Bylaws
Committee

Fay Snyder reported that the Bylaws Committee, comprised of Janet Chalfant, Joe Duff, Bernie Gordon, Glenn Landis, Sue Leggett, Susan Hauer and herself, with Donna Westerhoff as staff representative, met on August 29. The Committee was charged with reviewing the current bylaws, especially terms limits and System Board membership.

Term Limits: The Committee reviewed the wording of the Bylaws as currently written, "*A Director shall serve no more than two consecutive terms, except that time served in completing an unexpired term of another director shall not be counted against the maximum. He or she may be appointed again after one year out of office.*" This wording allows a director to serve nearly nine years if they fill a vacancy shortly after the beginning of the resigning member's term, plus after one year out of office, another six years. The recommendation of the Committee was that filling another member's unexpired term of one year or more should count as the first term; if filling an unexpired term of less than one year, the member's first term would begin at the next annual meeting. Additionally, the Committee recommends that the ability to be reappointed after one year out of office should be increased to three years.

System staff will work on the exact wording to assure the best clarity of the recommendation of the Committee.

A motion was made to accept the term limit changes. Because the Bylaws require 30 days between the meeting where a revision is discussed and the vote is taken, action on the recommended revision will be taken at the November meeting.

To allow for the meeting to proceed to other topics on the agenda, President Snyder asked that continuation of the Bylaws revisions be tabled until later in the meeting.

Human
Resources
Committee

Bud Rettew, Chair, reported that the System attorney has reviewed the Retirement Account vesting change approved by the Board, and the change has been submitted to TIAA-Cref.

Nominating
Committee

Fay Snyder reported that the Nominating Committee, comprised of Bud Rettew, Kay Rohrer and herself, has met and will bring a slate of officers for 2006 to the October meeting.

System Membership Agreement Fay Snyder reported that the System Membership Agreement Committee, comprised of System Board members, Library Board members and Library Directors, has met and begun the review of the Agreement. When complete, the document will be submitted to the Board for approval prior to being sent to the libraries for their endorsement.

Joint System/Directors Council Task Force Fay Snyder reported that this task force was to be comprised of both System Board members and Library Directors. At this point, no System Board members have volunteered to serve, so there has been no task force activity.

Legislative Council No report.

PLEDGE Fay Snyder reported that the PLEDGE Committee has met, and another meeting is planned. A report will be presented at the October meeting.

Old Business

LSTA Family Place Grant Susan Hauer reported that the Board previously approved the submission of an LSTA Family Grant for \$36,500. Due to anticipated increases in travel expenses, the travel portion of the grant was increased by \$500, bringing the total of the grant to \$37,000. After discussion, the following motion was made.

Motion It was moved by Glenn Landis to increase the LSTA Family Place grant submission to \$37,000. Motion carried 5 – 0.

New Business

County Matching Funds Susan Hauer asked the Board to take action in support of the Commissioners' Initiative for County Matching Funds, and to be responsible for development of the policy for distribution. There was discussion concerning various increases that would qualify for the program, such as municipal, school district, state funding, etc.

Motion It was moved by Bud Rettew that the Library System Board of Directors support the Commissioners' Initiative of \$300,000 matching grant for new monies for 2006 member library budgets. Specifically, the majority of these funds are for new municipal money. The System Board will be responsible for development of the policy for distribution. Motion carried 5 – 0.

Motion It was moved by Kay Rohrer that the Finance Committee or a committee of the Board bring a distribution formula to the next meeting.

After discussion concerning the distribution, and the reading of the Commissioners' letter, in which the Commissioners directed that the \$300,000 be a dollar-for-dollar match, Rohrer withdrew her motion.

Bylaws
Committee
(continued)

Snyder re-opened the discussion regarding the recommendation of the Bylaws Committee that a clarifying statement be added to the beginning of the Bylaws, stating that the words, "Director" and "Trustee" are interchangeable in the Bylaws.

It was moved by Bernie Gordon to accept the clarifying statement noted above. Due to the previously mentioned 30-day Bylaws revision requirement, this action will be on the agenda for the November meeting.

Due to time constraints, the topic of System Board membership will be on the agenda for discussion at the October meeting.

Next Meeting

The next meeting is scheduled for Tuesday, October 18, 2005, 7:00 PM, Library System office. A District Advisory Council meeting will precede the Board meeting at 6:00 PM.

Adjournment

Motion

It was moved by Marianne Melleby that the meeting be adjourned at 9:23 PM. Motion carried 5 – 0.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary