

Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 18, 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, Prospective Board member.

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; Deborah Beisell, Executive Director, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Mary Louise Hester, Manheim Township Public Library Board; Jennifer Raimo, Director, Ephrata Public Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Joyce Sands, District Consultant; Linda Skelly, Manheim Township Public Library Board; Robert Spotts, President, ELANCO Library Board; 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 7:05 PM on Tuesday, September 18, 2007, at the Library System office. A quorum was present.

General Comment The opening of Elizabethtown Library's coffee bar will feature a VIP Reception on October 10, followed by the grand opening on October 15.

Secretary's Report
Minutes

Approval

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the August 21, 2007, meeting, as included in the Board mailing. The minutes were approved as presented.

New Board
Appointee

President Diehl introduced Kay Vandergrift, appointed by the Strasburg-Heisler Board as the System Board candidate. He referred to her biographical information included in the Board mailing. She will fill the unexpired term of Fay Snyder, ending in January 2009. As per the Bylaws, this will count as her first term.

Motion

On motion by Ginny McGrath, the System Board approved the appointment of Kay Vandergrift to the System Board, as nominated by

the Strasburg-Heisler Board, to fill an unexpired term, ending in January 2009. Motion carried unanimously.

President Diehl welcomed Vandergrift to the System Board and invited her to sit at the Board table. Her nomination will be forwarded to the County Commissioners for their approval.

Treasurer's Report

Financial Report
August 2007

Dale Reinecker referred to the August 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. Expenses should be at 68%. The report reflects a cash balance on August 31, 2007, of \$1,658,431.20.

There was a question about the higher than anticipated dividends and interest. Wise negotiating and favorable interest rates were credited with the increase. After discussion, the following motion was made.

Motion

On motion by Bud Rettew, the System Board of Directors directed that the August 2007 Financial Report be filed for audit. Motion carried unanimously.

2007 Amended
Budget

Reinecker referred to the 2007 Amended Budget, as included in the Board mailing. Susan Hauer asked Jill Brewster, Financial Coordinator, to report. Brewster reviewed and explained changes to various line items.

Motion

On motion by Dale Reinecker, the System Board of Directors approved the 2007 Amended Budget. Motion carried unanimously.

2008 System
Budget

Susan Hauerr referred to the 2008 Budget, as included in the Board mailing. She reviewed and explained various line items. Specifically, she noted an increase in Information Technology, new staff positions for CDTS and Bookmobile services. She reported that databases have been moved from the System budget to County Coordination Aid, and the NT Systems Administrator and Training Coordinator positions and training materials have been moved from County Coordination Aid to the System Budget.

Hauer reported that she has a strong commitment from the County Administrator that funding for 2008 will be \$2,300,000. Library Directors, at the September 7 Directors' Council meeting, agreed that one-half of the \$300,000 will be used by the System for services.

After discussion, the following motion was made.

- Motion** On motion by Glenn Landis, the System Board of Directors approved the 2008 Budget. Motion carried unanimously.
- Reinecker commended Jill Brewster for how much she accomplished and the fine job she has done in the short amount of time since her hire.
- 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) Lancaster County's libraries would have received \$51,000 more countywide if the state formula had been run. 2) Manheim Township Library has increased its Saturday hours, open from 9:00 AM to 4:00 PM, and now remains open during the hour it used to close over the dinner hour. 3) Peg Devaney, Director at Columbia Library, resigned last Friday after three month's employment. Hauer reviewed the details of what led to her resignation and read a portion of Devaney's report to the Columbia Board. After discussion, the following motion was made.
- Motion** On motion by Ginny McGrath, the System Board of Directors directed that a Committee be formed to study the situation at Columbia Public Library.
- During discussion, Joyce Sands, District Consultant, was asked to report. She noted that, regarding libraries, the state looks at two criteria – director certification and the number of hours open. If a library meets the hours standard, they are compliant with the code if they are actively seeking to fill the director position.
- The motion carried unanimously.
- President Diehl called for volunteers for the committee. The following Board members volunteered: Glenn Landis, Ginny McGrath, Kay Rohrer, and Greg Diehl.
- District Library Report In addition to her written report, included in the Board mailing, Joyce Sands, District Consultant, reported that the Biz Center increased its evening hours to four nights per week. There was a request for a report from the Standards Committee. A copy of the draft of the Committee's preliminary recommendations was distributed.
- Directors Council Report In addition to the Directors' Council notes for June and August 2007 included in the Board mailing, Jennifer Raimo, Directors Council Liaison, reported on the following: 1) The Directors' Council met on September 7. Christina Daley, Health Consultant Librarian for the Health Access Project, attended the meeting and will visit each library. 2) The 2008

County Coordination Aid Plan was discussed at the meeting, and library directors agreed to it. 3) Accolades to Lee Krieger and the CDTS staff. They are to be commended for the changes in the department since Krieger's arrival in April. 4) The library directors are studying the System and District staff positions so they can define what they expect from each, and to understand who does what. 5) A Directors' Council liaison will begin to attend District meetings. 6) Raimo announced her retirement, effective at the end of 2007.

Standing Committees

Executive	President Diehl reported that the main topic of discussion at the September 11 Executive Committee meeting was changes to the Bylaws, which will be discussed later in the meeting.
Finance	Dale Reinecker, Treasurer and Chair of the Finance Committee, referred to the Special Recommendation of the Finance Committee Regarding Municipal Matching Funds and Manheim Township Library, which was distributed to the Board. Because the Manheim Township Library was a branch library in 2006, becoming an independent library on May 1, 2007, there was no comparison to use for the increased municipal funding between 2006 and 2007. However, Manheim Township increased their funding to the library by \$49,133, and that increase should be recognized. The Finance Committee recommends a special allotment of \$30,700 for 2007 to the Manheim Township Library from the County Matching Funds, based on 7.5 month's operation as an independent library during 2007. After discussion, the following motion was made.
Motion	On motion by Dale Reinecker, the System Board of Directors approved the distribution of a special allotment of \$30,700 for 2007 to the Manheim Township Library from the County Matching Funds. Motion carried unanimously.
Human Resources	No report.
Legislative Council	No report.

Active Ad Hoc Committees

Bylaws	President Diehl referred to the proposed Bylaws changes, as developed by the Bylaws Committee and included in the Board mailing. He reported that the changes address the following points: 1) Change numbers to reflect the addition of Manheim Township Library, i.e. 13 to 14; 6 to 7. 2) Article IV, Board of Directors, Voting Procedures, add to the first paragraph: <i>A simple majority of the Greater Board, including a simple</i>
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majority of the Core Board, shall comprise a voting quorum. Delete the second paragraph: ~~“If there are no more than one or two dissenting votes, the result shall be recorded as the official vote of the Board, since majorities of both the Greater and Core Boards will have voted in favor of the motion. At least 75% of the votes of the Greater Board will have to be in agreement for a vote to be decisive. In direct terms this would mean 10 votes if there were 13 members present, 9 votes if there were 11 or 12 present, and 8 votes if there were 10 members present. Seventy five percent of the members (at least 10 members) shall comprise a voting quorum of the Greater Board.”~~ In the third paragraph, change “In the event of a majority vote lower than the limits described above,” to *In the event of more than two dissenting votes.* Add to the end of the third paragraph: *In those special circumstances where the majority of the Core Board is not in agreement with the vote recorded for the Greater Board, the President may call for a separate vote by the Core Board, at which time the Core Board may agree to defer or request that the Core Board vote be recorded as the deciding vote.* 3) Article VI, Committees of the Board. Change the combined Secretary/Treasurer position to two positions – Secretary and Treasurer. 4) Article VII, Officers, Term, add the words *in that office* to reflect that an officer, after serving in one officer position, may then serve another officer position, with no break in service. 5) Article IX, Transaction of Business, Required Signatures. Delete “two of the following individuals” and add *and one of the following officers*, reflecting that documents requiring two signatures are signed by the System Administrator (or Deputy Administrator in the Administrator’s absence) and an officer.

As per the Bylaws, these changes are proposed at the September 18, 2007, meeting, and 28 days will elapse until the October 16 meeting, when they will be on the agenda for action.

Rotation Schedule	President Diehl tabled action on the revised Rotation Schedule until the October 16, 2007, meeting, when the Board will be asked to take action on the proposed Bylaws changes.
Governance	Ginny McGrath, Chair, reported that the Committee met prior to the Board meeting. She noted that progress is being made, and the Committee is developing policies based on a modified John Carver method of governance.
Unfinished Business	None.
New Business	None.

General Comment Katrina Anderson thanked Jennifer Raimo for her contribution and help to all libraries and the System over many years. Susan Hauer voiced her gratitude to Raimo for her help, which was especially valuable as a new System Administrator.

Next Meeting The next meeting is scheduled for Tuesday, October 16, 2007, 7:00 PM, Library System office.

Adjournment
 Motion It was moved by Bud Rettew that the meeting be adjourned at 8:15 PM.
 Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary