

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
August 19, 2008

Attendance:

Board Members: Bud Rettew, President; Glenn Landis, Vice President; Kay Rohrer, Secretary; Larry Burkhart; Cheryl Deck; Diane Jackson; Virginia McGrath; Dale Reinecker, Robert Sabatelli; Kay Vandergrift; BethAnn Zambella. Absent: Greg Diehl, Treasurer; John Havrilla.

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

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library and District Administrator; 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 Rettew at 7:00 PM on Tuesday, August 19, 2008, at the Library System office. A quorum was present.

General Comment Kathy Thren reported that Doug Compher, Developer and Builder, Stoudtburg Village, announced plans to donate land to the Adamstown Area Library to build a new library.

Secretary's Report  
Minutes

**Approval**

Kay Rohrer, Secretary, referred to the minutes of the May 20, 2008, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

In the absence of Greg Diehl, Treasurer, Vice President Landis referred to the May 2008 financial report, as included in the Board mailing. He explained timing variances, where six months of expenses are reported in the first five months. After discussion, the following motion was made.

**Motion**

On motion by Diane Jackson, the System Board of Directors directed that the May 2008 Financial Report be filed for audit. Motion carried unanimously.

Landis referred to the June 2008 financial report, as included in the Board mailing. He reported that income is lower than anticipated due to the

decrease in the interest rate. After discussion, the following motion was made.

**Motion** On motion by Kay Vandergrift, the System Board of Directors directed that the June 2008 Financial Report be filed for audit. Motion carried unanimously.

Landis referred to the July 2008 financial report, as included in the Board mailing. He reported variances due to the same timing issue and cut in interest rates, plus the tax charges on the Comcast bills for the Wide Area Network for the first six months of the year. After discussion, the following motion was made.

**Motion** On motion by Ginny McGrath, the System Board of Directors directed that the July 2008 Financial Report be filed for audit. Motion carried unanimously.

Revised 2008 Budget Ginny McGrath, Finance Committee member, referred to the Revised 2008 Budget, sent electronically to Board members prior to the meeting, and asked Jill Brewster to report. Brewster reported that the budget revision reduces expenses by 1% because the revenue has been decreased by that amount. She reviewed line items and explained changes made from the 2008 budget. She expects revenue and expenses will balance by the end of the year.

**Motion** On motion by Glenn Landis, the System Board of Directors approved the Revised 2008 Budget as presented. Motion carried unanimously.

Brewster noted that the 2009 Budget will be presented to the Finance Committee, who will make a recommendation to the Board at the September meeting. She detailed the \$950,000 reserves existing at the end of 2007, and noted that \$750,000 is the figure the Board determined is needed for a six-month operational emergency fund. The difference between the two figures is what some refer to as the "excess reserves."

President's Report President Rettew referred to the recent Finance and Executive Committee meeting and its variance from the normal committee meeting structure. The public is invited to attend and observe any Board Committee meetings and to sit in an area designated for the audience. The Committee Chair is empowered to decide on participation and being seated at the Committee table by other than Committee members. After lengthy discussion, there was Board consensus to uphold this procedure. Each meeting agenda will contain public comment at the beginning and end of the meeting, but not during Committee discussion. Participation

during the business portion of the meeting will be limited to Committee members. Similarly, observers will be asked to sit in the audience area.

Administrator's  
Report

In addition to her written report sent electronically on July 29 to the System Board, Library Board Presidents and the News mail list, Susan Hauer reported the following: 1) Columbia Library has hired Lisa Greybill as its director for 30 hours per week. Hauer and Donna Westerhoff met with Greybill and conducted a brief orientation and tour of the System facility; 2) System and Lancaster Public Library staff met with officials from the School District of Lancaster; 3) All three Commissioners want to attend the Readers Jamboree, scheduled for September 27 and 28; 4) The Salisbury Township Branch Library is scheduled to open around Labor Day.

Update on District  
Consultant Pilot  
Program

Susan Hauer reported that the Steering Committee for the pilot program held an all-day meeting on July 25, and are moving forward in a positive way. They are scheduled to meet again on August 28 to review the Memorandum of Understanding, which Jim Hollinger from the Office of Commonwealth Libraries is drafting.

Hauer reported that the AskUs listserv, comprised of Jill Brewster, Jennifer McMorris, Donna Westerhoff, and herself, has been set up as a communication tool to aid in the process of receiving inquiries, and addressing and resolving the District Consultant duties assumed by the System.

*{Recorder's Note: There will be no District Library Report or District Advisory Council meetings held during the pilot program.}*

She reported that Commonwealth Libraries has agreed to pay to have Ethel Himmel and Bill Wilson, Library Consultants and authors of the Himmel-Wilson study, attend the September System Board meeting.

Directors Council  
Report

Kathy Thren, Directors' Council liaison, referred to the Directors' Council notes for June and July 2008, mailed electronically on August 1 to the System Board, Library Board Presidents and the Directors 2 mail list: There were no questions.

Thren reported the following from the August meeting: 1) The Directors' Council adopted a new procedure for distributing minutes. The minutes will be approved before being sent to the System Board. 2) Three funding formulas were discussed. 3) Directors voted to purchase only the newspaper portion of Proquest, thereby saving approximately \$40,000 per year.

Committees

Executive and Finance President Rettew asked Vice President Landis to report. He noted that the majority of the meeting was discussion of the Revised 2008 Budget and the 2009 Budget.

Legislative Council Susan Hauer asked Kay Rohrer to report on her suggestion that the school districts be approached about helping to fund the many services that libraries are providing to students, such as databases, books, etc. She noted that both libraries and schools are educating students, and both are part of the same department. Lengthy discussion followed. Further discussion is necessary to determine if the System should compile numbers for each library as an aid in developing a case to present to their school district, reflecting how much libraries save school districts.

Governance Ginny McGrath, Chair, referred to the outdated System policies included in the Board mailing: *Approval Of New Public Library Buildings In Lancaster County*, approved by the System Board in June 1995; *Private Sector Funding Philosophy* and the *Public and Private Funding Policy Statement*, both approved July 11, 1991. She reported that the policies contain good ideas, and will be put on a future agenda for review and updating.

**Motion** On motion by Ginny McGrath, the Library System Board of Directors approved the deletion of three outdated Library System policies: *Approval Of New Public Library Buildings In Lancaster County*, approved by the System Board in June 1995; *Private Sector Funding Philosophy* and the *Public and Private Funding Policy Statement*, both approved July 11, 1991. Motion carried unanimously.

System Membership Agreement President Rettew reported that the first meeting of the Committee to develop the agreement for 2009 is scheduled for Thursday, September 4.

Other Business None.

General Comment Deb Beisell reported that libraries might have received a letter from a group who objects to Elizabethtown's patron pictures on library cards, and apologized for the inconvenience. There was a comment to proceed with caution in making a case to school districts, as school boards could conceivably slash their school library/librarian budgets if they perceive that they can get so many services free from public libraries.

Next Meeting The next meetings are scheduled for Tuesday, September 16, and October 21, 2008, 7:00 PM, Library System office. Because of development and approval of the 2009 budget, both will be regular meetings.

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Adjournment

**Motion**

It was moved by Ginny McGrath that the meeting be adjourned at 8:23 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary