

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
August 18, 2009

Attendance:

Board Members: Bud Rettew, President; John Havrilla, Vice President; Larry Burkhart, Treasurer; Sandy Dinoff; Diane Hastings; Virginia McGrath; Diane Rice; Robert Sabatelli; Ron Vail. Absent: Kay Rohrer, Secretary; Dale Reinecker; BethAnn Zambella.

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

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Kristin Fernitz, Director, Strasburg-Heisler Library; Kirk Fernitz; Margaret Perella, Director, Pequea Valley Public Library; Virginia Rettew; Joyce Sands, Interim Executive Director, Lancaster Public Library, and Interim District Administrator; Robert Spotts, President, ELANCO Library Board; Joe Zappacosta, Director, Ephrata 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 Rettew at 7:00 PM on Tuesday, August 18, 2009, at the Salisbury Township Branch of the Pequea Valley Public Library, 835 Houston Drive, Gap, PA. A quorum was present.

General Comment A comment was made concerning the pleasant location of the meeting, and gratitude to the Gap Family Center for allowing the meeting to be held there.

Secretary's Report  
Minutes

**Approval**

In the absence of Kay Rohrer, Secretary, President Rettew referred to the minutes of the June 16, 2009, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Larry Burkhart, Treasurer, referred to the combined financial reports for June and July 2009, as included in the Board mailing. He reported that the Finance Committee has reviewed the report. The end cash and reserve balance was \$1,199,572. After discussion, the following motion was made.

**Motion**

On motion by Ron Vail, the System Board of Directors directed that the combined June and July 2009 Financial Report be filed for audit. Motion carried unanimously.

- 2010 County Funding Request
- Burkhart reported that, normally, at this time of year, the County Funding Request is near completion. However, due to the lack of a state budget this year, the report may be completed later than normal. Susan Hauer and Jim Showalter are gathering figures, and will continue to await passage of the state budget.
- President's Report
- President Rettew reported that the following Board members have agreed to serve on the Nominating Committee to develop a slate of officers for 2010: Dale Reinecker, Larry Burkhart and Bud Rettew. As per the Bylaws, the Nominating Committee shall consist of three members from the Board and be approved by the System Board of Directors. After discussion, the following motion was made.
- Motion**
- On motion by Ron Vail, the System Board of Directors approved the Nominating Committee, comprised of Dale Reinecker, Larry Burkhart and Bud Rettew, to develop a slate of officers for 2010. Motion carried unanimously.
- 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) Austerity Budget – this revised document was presented to the Directors Council. The Board asked for a copy of the revised budget showing the line item reductions. It was stressed that rather than savings, the reduced spending will mean less funds taken out of reserves. Hauer reported that she, Jim Showalter and Ron Vail will meet with Mike Lorelli from High to discuss the System's rent amount. Terry Kauffman is working with Commissioner Lehman on a task force that may benefit libraries. 2) Draft Grant Input for System Membership Agreement – This proposal, included in the Board mailing, was approved at the last Directors' Council meeting, for inclusion in the next System Membership Agreement. 3) District Consultant Pilot Project Approval – The Governor's Advisory Council (GAC) approved the continuation of the program at its August meeting. 4) Standards Compliance Reports – These reports are due by the September System Board meeting. To date, three have been submitted to the System. 5) Trustee Workshop Grant - Commonwealth Libraries will fund Leadership Academy trustee workshops through Leadership Lancaster. Primarily for Library Board members, System Board members will also have a workshop and are encouraged to participate, as well. 6) 2008 Annual Reports – Linda Rohm, Commonwealth Libraries, verified today that the 2008 reports for Lancaster County are complete. Hauer distributed and reviewed a spreadsheet reflecting Systemwide per capita figures. 7) Hauer asked Donna Westerhoff to report on System Board Biographical information posted to the System website. After discussion, there was consensus. Westerhoff will develop a template and send it and the current bio that she has on file, to each Board member.

Directors' Council Report	In addition to the Directors' Council notes for June and July 2009 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Joe Zappacosta, Directors' Council Liaison, reported on the following: Ephrata Library will close Fridays and not re-open on Sundays. They hope to resume regular hours next summer. Susan Hauer referred to the Directors' Council minutes from the July 10 meeting, and noted an error on page 1 regarding the \$130,000 figure in reference to budget reductions. She reported that a figure was not mentioned during the discussion. Zappacosta will take the correction to the next Directors' Council meeting, since the minutes have been approved.
Committees	
Finance	Larry Burkhart, Treasurer, reported that the Committee complimented Hauer, Jim Showalter and System staff for the austerity budget and the efforts made to help member libraries weather the current financial difficulties.
Governance	<p>John Havrilla, Chair, referred to the drafts of the Trustee and Administrator Job Descriptions and Roles and Responsibilities, developed by the Committee, and distributed at tonight's meeting. Board members should contact him with comments. Action on the documents will be on the agenda for action at the September meeting.</p> <p>Havrilla referred to the sample Administrator Performance Appraisal Form, sent electronically to each Board member. He reported that the evaluation form used previously did not allow for adequate appraisal of the Administrator's performance. Comments, which will be used by the Governance Committee to refine the document at its September meeting, should be sent to Havrilla.</p>
Other Business	None.
3- Point Summary	<p>The Board decided on the following three points to include in the summary for reporting to their library boards: 1) The Austerity Budget, with an emphasis on creating savings while continuing to deliver quality service. 2) The Library Standards due in September. 3) The importance of continuing to contact legislators, and thanks to those who have done so.</p> <p>Susan Hauer asked the Board if they would like to call an emergency meeting when the State Budget is passed, with Library Directors, Library Board members and the System Board encouraged to attend. After discussion, it was determined that it will depend on the timing, as they will need time to digest the information before deciding on an action.</p>

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General Comment      Appreciation was expressed to the Gap Family Center for allowing the meeting to be held in their excellent facility.

Next Meeting          The next meeting is scheduled for Tuesday, September 15, 2009, 7:00 PM, Library System office.

Adjournment

**Motion**              It was moved by Diane Hastings that the meeting be adjourned at 7:49 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary