

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
August 17, 2011

Attendance:

Board Members: Veronica Urdaneta, President; Terry Trego, Vice President; Mark Simms, Secretary; Ethan Demme; Terry Kauffman. Absent: James Lombardo, Treasurer; Russell Miller.

System Staff: Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Stephanie Zimmerman, Training Coordinator.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Joan Billet, Ephrata Public Library Board; Donna Brice, Director, ELANCO Library; Ann Brugger, past President, Library System Board; Lloyd Chapman, Ephrata Public Library Board; Joanne Eshelman, President, Ephrata Public Library Board; Dudley Feltham, Vice President, Lititz Public Library Board; Keith Greenawalt, Reference Librarian, Ephrata Public Library; Tom Knapp, Journalist, *Lancaster Newspapers*; Herb Landau, Executive Director, Lancaster Public Library; Debra Rosser-Hogben, Director, Milanof-Schock Library; Joyce Sands, Deputy Director, Lancaster Public Library; Donald Sherman, Ephrata Public Library Board; Kathy Smith, Vice President, Ephrata Public Library Board; Penny Talbert, Executive Director, Ephrata Public Library; Jim Tshudy, Ephrata Public Library Board.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Urdaneta at 6:02 PM on Wednesday, August 17, 2011, at the Ephrata Public Library. A quorum was present.

Public Comment There was a question about the three recommendations made by E4 during the presentation of the draft of the Strategic Plan. One was countywide fundraising, which has been dropped from the final approved document. The Board reported that the wording was changed to advocacy and support for libraries in the final plan because, in the past, there was a difference of opinion as to whether or not the System should do fundraising. There was consensus that countywide fundraising is something we have to get to, but there is no agreement on how to get there. It was noted that the Plan can be amended when there is clarity on the System's role in fundraising.

There was a question of when libraries can expect the spreadsheet of state and county funding. The document is most helpful in making presentations to municipalities. The Finance Committee is continuing to gather figures regarding funding, and hope to have firm figures by the September or October

meeting. The Board recommended that libraries base funding figures on last year's budget, as little change is anticipated this year.

There was a question as to what is the Board's priority in enacting the recommendations made in the Strategic Plan. The Board reported that the Facilities Committee will convene in approximately two weeks, a Commissioner designee has been appointed, an evaluation of the System's structure is being developed, and the funding formula will be re-visited. Addressing those topics will begin in September, after participants return from vacations.

There was a question about when hiring IT staff will begin again. It was noted that the current staff does a wonderful job, but more people are needed to meet the needs of public access computers, hardware, software and maintenance is 18 locations. The Board reported that hiring has been delayed pending the evaluation of the System structure, but that the issue will be studied since it is impacting service to member libraries.

Secretary's Report  
Minutes  
**Approval**

Mark Simms, Secretary, referred to the minutes of the July 20, 2011, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

In the absence of Jim Lombardo, Treasurer, Terry Trego referred to the July 2011 financial report, as included in the Board mailing. He reported that the System finances are on track for the year. He noted beginning cash balance of \$946,664; income of \$159,322; expenses of \$205,205; and ending balance of \$1,013,567. After discussion, the following motion was made.

**Motion**

On motion by Ethan Demme, the System Board of Directors directed that the July 2011 Financial Report be filed for audit. Motion carried unanimously.

Directors' Council  
Report

Penny Talbert, Directors' Council Liaison, referred to the approved Directors' Council minutes for July 2011 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. There were no questions.

Committees  
Finance

Terry Trego referred to the Finance Committee report included in the Board mailing: 1) Bookmobile Generator. He noted that the bookmobile generator has far exceeded its expected life in the number of output hours and has begun to cost a significant amount of money to stay operational. Therefore, it has been replaced at a cost of approximately \$9,500. 2) Unrestricted Funds. Projected working capital (current assets less current liabilities) at 12/31/2011 is \$875,000. This represents approximately 5 months of available working capital based on current budgeted levels and is to be designated as follows: Short term – Operating of \$525,000 is reserved and represents approximately

3 months. These funds are designated to replace normal operating funds should we experience a dramatic downturn in annual funding by either the County of Lancaster or the State of Pennsylvania. Long term – Capital expenditures of \$350,000 is reserved and represents approximately 2 months. These funds are primarily designated for Bookmobile replacement/major repair, major technology upgrade/replacement and infrastructure build out associated with potential facility relocation/restructure. Currently the cash portion of these funds reside in a money market account. 3) Audit: The Committee is pleased to announce that the cost of this past year’s audit will be significantly under budget due to increased efficiencies on the part of management. 4) Budget: Management continues to monitor and evaluate spending, with the goal of balancing the budget.

System Board  
Member  
Nominations for  
2012

President Urdaneta reported that terms for two Board members – Jim Lombardo and Ethan Demme – will end in January 2012. She asked that names, letters of interest and biographical information of candidates interested in serving on the System Board be submitted directly to the Commissioners or to Donna Westerhoff for Board review. The Commissioners will give final approval on candidates’ appointments to the System Board.

President’s Report

President Urdaneta noted that most of her report was covered in the Public Comment section, but that she has been notified that a waiver request to Commonwealth Libraries for Bill Hudson to continue as Acting Administrator has been granted through March 2012.

Old Business

None.

Public Comment

The Boscov’s Awareness Event will be held in the store on Saturday, August 27, 11:00 AM – 3:00 PM. It is designed to promote countywide awareness of libraries, and all libraries, including Shuts Environmental Library, the bookmobile and the System will participate. The event will feature passport service, story time, singing time, an author book signing, book sales, etc.

The Elizabethtown Golf Outing is scheduled for Friday, August 26.

The Board was invited to tour the Ephrata Public Library after the conclusion of the meeting, and to participate in the upcoming Civil War Road Show.

Adjournment

**Motion**

It was moved by Terry Trego that the meeting be adjourned at 6:34 PM. Motion carried unanimously.

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Next Meetings           The next regular meeting is scheduled for Wednesday, September 21, 2011,  
6:00 PM. at the Elizabethtown Public Library, 10 S Market Street,  
Elizabethtown.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary