

Library System of Lancaster County
Minutes of the Board of Directors Meeting
December 19, 2012

Attendance:

Board Members: Terry Trego, President; Mark Simms, Secretary; André Fouchet, Treasurer; Brandon Danz; Terry Kauffman; Russell Miller; Andrea McCue, Lancaster County Commissioners' Representative. Absent: Veronica Urdaneta, Vice President.

System Staff: Bill Hudson, Administrator; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Reneé M. Christiansen, Youth Services Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Rhonda Kleiman, Business Information Manager.

Guests: Donna Brice, Director, ELANCO Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Cindy Farley, Lancaster Public Library; Dudley Feltham, President, Lititz Public Library Board; Tom Knapp, Journalist, Lancaster Newspapers; Debra Rosser-Hogben, Director, Milanof-Schock Library; Heather Sharpe, Lancaster Public Library; Frances Vita, Director, Quarryville 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 Trego at 6:00 PM on Wednesday, December 19, 2012, at the Library System office. A quorum was present.

Executive Session

Motion

On motion by Russ Miller, the Board adjourned to Executive Session at 6:00 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 6:11 PM.

Public Comment

None.

Secretary's Report

Minutes

Approval

Mark Simms, Secretary, referred to the minutes of the November 14, 2012, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

André Fouchet, Treasurer, referred to the November 2012 financial report, as included in the Board mailing. He reported a \$92,000 surplus, due to salary and benefits savings because of vacant positions and expense control in all areas of operations. He noted that it is anticipated that the Library System

will end the year with a surplus of between \$75,000 and \$92,000. After discussion, the following motion was made.

- Motion** On motion by André Fouchet, the System Board of Directors directed that the November 2012 Financial Report be filed for audit. Motion carried unanimously.
- President's Report President Trego welcomed everyone to the meeting, and wished them a happy holiday season. He announced that the annual meeting is scheduled for January 16, 2013, and that Bill Hudson will report more later in the meeting.
- Nominating Committee Trego reported that Terry Kauffman and Russ Miller will prepare a slate of officers for 2013, to be presented at the annual meeting.
- Administrator's Report In addition to his written report included in the Board mailing, Bill Hudson reported on the following: 1) He asked the Board's approval to solicit Library Board Presidents and Library Directors for topics for the System Board agenda; 2) He reported that Stacey Aldrich, Deputy Secretary, Commonwealth Libraries, will be the keynote speaker at the annual meeting.
- 2012 Summer Reading Report René Christiansen, Youth Services Manager, reported on the 2012 Summer Reading Program, a countywide 10-week program. Trends have shown a higher number of students participating each year, with more than 22,000 children and youth completing the program in 2012. Christiansen noted that 13 countywide sponsors provide in-kind gifts, such as free tickets, meals, etc., reflecting potential in-kind support of over \$1,000,000.
- Directors' Council Report In addition to the approved Directors' Council minutes for November 2012 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Fran Vita, Directors' Council Liaison, reported on the following: 1) Terry Kauffman and André Fouchet attended the December Directors' Council meeting to discuss fundraising. Ideas discussed will be assembled into a report to be presented to the Council in February or March. 2) \$4,500 in Brad Rutter grant funds will be used to purchase Overdrive titles, which will benefit all residents of Lancaster County.
- Committees
Finance
2013 LSLC
Budget André Fouchet, Treasurer, reported that the 2013 proposed budget is a provisional budget because it had to be completed prior to receiving the final county figures or the 2013 health care costs. He noted that the Finance Committee reviewed the budget extensively, and is confident that it is fiscally sound, allows for delivery of a high level of service, and utilizes the Strategic Plan to deliver efficient and cost-effective services. After review and discussion, the following motion was made.
- Motion** On motion by André Fouchet, the Library System Board of Directors approved the 2013 Library System budget. Motion carried unanimously.

Personnel Terry Kauffman reported that the timeline for the Administrator's 360 Evaluation has been pushed back. He noted that it should be distributed before the end of the year, with a report to be presented in February.

Development Terry Kauffman reported, as related earlier in the meeting, that he and André Fouchet met with the Directors' Council to begin countywide fundraising discussions. He noted that this is an emotional issue on both sides, and repeated that this effort is not an attempt to take local money from libraries, but to find other money not currently being utilized to benefit all libraries. The goal is to enhance services. The Committee plans to meet with Library Board Presidents in January.

Old Business

Bylaws Revision Russ Miller referred to the proposed bylaws change, which would move the annual meeting to April beginning in 2014. Article V, Board of Directors Meeting, Annual Meeting, the following wording will be added, "Beginning in 2014 and each year thereafter, the annual meeting shall be held in April."

As per the bylaws, the change was presented to the Board at the November meeting, 28 days prior to being presented for approval.

Motion On motion by Russ Miller, the Library System Board of Directors approved the Bylaws wording change noted above. Motion carried unanimously.

3-Point Summary to Directors' Council The Board chose the following three points to include in the summary for reporting to the Directors' Council: 1) Revision to Bylaws to move the annual meeting to April beginning in 2014; 2) Stacey Aldrich, Deputy Secretary, Commonwealth Libraries, will be the keynote speaker at the annual meeting on January 16, 2013; and 3) the 2013 Library System budget was approved.

Adjournment

Motion It was moved by Russ Miller that the meeting be adjourned at 6:40 PM. Motion carried unanimously.

Next Meeting The next meeting of the Library System Board of Directors is the regular and annual meeting, scheduled for Wednesday, January 16, 2013, at the Manheim Township Library, 595 Granite Run Drive, Lancaster.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary