

Library System of Lancaster County
Minutes of the Board of Directors Meeting
February 16, 2010

Attendance:

Board Members: John Havrilla, President; Virginia McGrath, Vice President; Diane Hastings, Secretary; Sandy Dinoff, Treasurer; Dudley Feltham; Hugh MacMaster; Diane Rice; Kay Rohrer; Robert Sabatelli; Kevin Service.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Margaret Perella, Director, Pequea Valley Public Library; Debra Rosser-Hogben, Director, Milanof-Schock Library; Joyce Sands, Deputy Director, Lancaster 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 Havrilla at 7:10 PM on Tuesday, February 16, 2010, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Diane Hastings, Secretary, referred to the minutes of the January 19, 2010, regular meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Sandy Dinoff, Treasurer, referred to the 2009 Year-End financial report, as included in the Board mailing. She reported that the Finance Committee has reviewed the report, and there are no unexpected variances. She praised the System staff for eliminating the deficit budget in 2009. She reported that, beginning in March, the Finance Committee will meet on the second Tuesday, one-half hour before the System Board Work Session, at 3:30 PM, in the System office. After discussion, the following motion was made.

Motion

On motion by Diane Hastings, the System Board of Directors directed that the 2009 Year-End Financial Report be filed for audit. Motion carried unanimously.

President's Report

President Havrilla reported on the following: 1) 13 of 14 member libraries have returned their signed System Membership Agreement endorsement pages, and a signed fully-executed agreement has been returned to each

library. The one library whose signed endorsement has not been received has it on the agenda for their next Board meeting. 2) Discussion at the Board Committee Work Session, held on February 9, included Trustee Roles and Responsibilities; the need for each Board member to serve on a committee; an update on the Public Libraries Task Force; the establishment of the committees for 2010. Hugh MacMaster will chair the Development/Campaign Initiative, whose charge is to investigate ways to raise money together as a whole, rather than collectively. The Committee met today. A forum, consisting of all Board Presidents and Library Directors, will be created. Their goal will be to develop the details of how all libraries should work together to pursue major grants. MacMaster and Mary Ann Heltshe-Steinhauer will develop a timeline.

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 on the following upcoming events: 1) Wednesday, February 17, 7:30AM – Regular Task Force Meeting; 2) Thursday, February 18, 7:00 PM, Pequea Valley Library – Public Task Force Meeting; 3) Saturday, February 20, 9:00 AM, Ephrata Library – Trustee Workshop, *Governance and Building Effective Boards*; 4) Thursday, February 25, 7:00 PM, Lancaster Library - Public Task Force Meeting; 5) Thursday, March 24, 7:00 PM, Quarryville Library - Public Task Force Meeting.

The monthly System manager reports were discussed, with a preference for a shortened report and a focus on a few pertinent topics. Hauer will seek input from Library Directors on what they want in the reports.

Directors' Council
Report

In addition to the approved Directors' Council minutes for January 2010 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Margie Perella, Directors' Council Liaison, reported on the following: 1) the Directors Council approved raising fines; and 2) they discussed the County distribution of \$150,000.

Committees
Board
Committee Work
Session

President Havrilla reported that at the February Board Committee Work Session, the Board determined that the following committees will be needed in 2010: 1) Executive, composed of Board officers; 2) Finance, Sandy Dinoff chair; 3) Governance, Diane Hastings, Chair; 4) Development, Hugh MacMaster, Chair; 5) Strategic Planning, Ginny McGrath, Chair; and 6) Nominating, members to be determined when needed later in the year. He reported that an Internal Funding Formula Task Force will be created as a subcommittee of the Finance Committee, with the charge of developing a formula for distribution of State Aid for 2011. The composition will be similar to the System Membership Agreement Committee, consisting of

Library Board members, Library Directors, System Board members and staff, with each library being represented once.

Lancaster County
Public Libraries
Task Force

Diane Rice, Task Force member, reported that due to weather and other reasons, the Task Force has not held a regular meeting since December 16, 2009. The Task Force met as a committee, without guests, on January 20, 2010. A regular meeting is scheduled for tomorrow, Wednesday, February 17, at 7:30 AM.

To date, the Task Force has held two regional public meetings, with the focus on explaining what the Task Force and the System are, and what they do. Of major importance is to stress advocacy for libraries.

The Task Force visited two other Systems to date, and has two more visits scheduled.

President Havrilla asked that the Task Force add the System Board to the list of groups with which it meets to gather input and information.

Other Business

None.

3- Point Summary

The Board decided on the following three points to include in the summary for reporting to their library boards:

1. The Development Committee;
2. The Internal Funding Formula Task Force;
3. The formation of the Strategic Planning Committee.

General Comment

None.

Next Meetings

The next meeting of the Library System Board of Directors will be the Board Committee Work Session meeting, scheduled for Tuesday, March 9, 2010, 4:00 PM, at the System office. The next regular Board meeting is scheduled for Tuesday, March 16, 7:00 PM.

Adjournment

Motion

It was moved by Sandy Dinoff that the meeting be adjourned at 7:40 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary