

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
July 20, 2011

Attendance:

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

System Staff: Bill Hudson, Acting Administrator and Manager, Information Technology; James D. Showalter, Financial Manager; Renee Christiansen, Youth Services Manager; Brenda Emerich, Library Assistant, Cataloging; Mary Ann Heltshe-Steinhauer, Community Relations Manager, Stephanie Zimmerman, Training Coordinator.

Guests: Donna Brice, Director, ELANCO Library; Lois Dostalick, President and CEO, E4 Exchange, Inc.; Dudley Feltham, Vice President, Lititz Public Library Board; Kristin Fernetz, Director, Strasburg-Heisler Library; Tom Knapp, Journalist, *Lancaster Newspapers*; Debra Rosser-Hogben, Director, Milanof-Schock Library; Joyce Sands, Deputy Director, Lancaster Public Library; Penny Talbert, Director, Ephrata Public Library; Kathy Thren, Director, Adamstown Area 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 Urdaneta at 6:02 PM on Wednesday, July, 20, 2011, at the Library System office. A quorum was present.

Public Comment None.

Secretary's Report  
Minutes  
**Approval** Mark Simms, Secretary, was absent. Veronica Urdaneta referred to the minutes of the June 15, 2011, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Jim Lombardo, Treasurer, referred to the June 2011 financial report, as included in the Board mailing. He reported that the Finance Committee has reviewed the report, and noted a beginning balance of \$1,000,722; income of \$158,740; expenses of \$135,258; for an ending balance of \$946,664. After discussion, the following motion was made.

**Motion** On motion by Russ Miller, the System Board of Directors directed that the June 2011 Financial Report be filed for audit. Motion carried unanimously.

Library System  
Strategic Plan

President Urdaneta introduced the final plan to the board. She highlighted the addition of the success indicators, and noted that this plan represents the first step to making changes within the Library System. She invited questions or comments from the audience, and there were none. She asked that if attendees had comments at some point to send them to her.

Terry Trego reported on the meeting held earlier that day with some members of the board, Lois Dostalík of E4, and Commissioners Stuckey and Martin. He reported that the plan was well received by the Commissioners.

One typo was discovered on the document and was addressed in the motion.

**Motion**

On motion by Terry Trego, the System Board adopted the Library System Strategic plan, with the addition of the correction so that one of the roles listed is for the System to “Serve as the administrative liaison to the Office of Commonwealth Libraries.” Motion carried unanimously.

President Urdaneta publicly thanked Lois Dostalík from E4exchange for her professionalism and performance in the creation of the strategic plan. President Urdaneta said Ms. Dostalík was very good at compiling the thoughts and comments of all the stakeholders.

Acting  
Administrator’s  
Report

There were no additions to the Administrator’s report. Jim Lombardo asked if the issue regarding the naming of the Mountville Branch of the Lancaster Public Library had been resolved. Bill Hudson responded that it had.

Directors’ Council  
Report

There were no questions regarding the Directors’ Council Report.

Committees  
Finance

Jim Lombardo, Treasurer, reported that staff prepared a six-month review and highlighted two items: a slight drop in interest rate income, which hopefully will rebound before the end of the year; and the existence of unallocated funds as the result of open positions. Some of those funds are being used to pay part-time staff and overtime to assist with the workload. President Urdaneta asked about overtime pay, and Bill Hudson reported that it was minimal at this time.

President’s Report

President Urdaneta reported on the meeting with Commissioner Stuckey. She discussed with him the changes to the System Bylaws to accommodate a representative from the Commissioners’ office, and made the point that the Board would appreciate a representative from the Commissioners’ office attend System Board meetings and participate in the facilities committee. An

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email requesting this had been sent to the Commissioners, and we are waiting on a response.

Old Business

None.

Adjournment

**Motion**

It was moved by Russ Miller that the meeting be adjourned at 6:14 PM.  
Motion carried unanimously.

Next Meeting

The next regular meeting is scheduled for Wednesday, August 17, 2011, 6:00 PM, at the Ephrata Public Library, 550 S Reading Road, Ephrata.

Respectfully submitted,

Bill Hudson  
Acting Administrator