

Library System of Lancaster County
Minutes of the Board of Directors Meeting
June 16, 2009

Attendance:

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

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: Barbara Basile, Director, Manheim Community Library; Deborah Beisell, Executive Director, Elizabethtown 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 7:04 PM on Tuesday, June 16, 2009, at the Library System office. A quorum was present.

General Comment The Board was reminded of the Rally to be held at Lancaster Public Library, 125 N Duke Street, Lancaster, on Saturday, June 27, 10:00 – 11:00 AM.

Secretary's Report
Minutes

Approval

Kay Rohrer, Secretary, referred to the minutes of the May 19, 2009, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Larry Burkhart, Treasurer, referred to the May 2009 financial report, as included in the Board mailing. He reported that the Finance Committee reviewed the report. After discussion, the following motion was made.

Motion

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

President's Report

President Rettew reported that a System Board meeting is scheduled for July 21, and that typically, the July meeting is not held. He asked Susan Hauer to report on the timing of passage of the state budget. She noted that Governor Rendell is predicting that the state budget should be passed by July 16, as that is when state workers will no longer be paid. That would not allow much time for the System Board to review and discuss a potential reaction prior to the July 21 meeting. After discussion, the following motion was made.

Motion

On motion by Diane Hastings, the Library System Board of Directors approved the cancellation of the July 21 meeting. Motion carried unanimously.

Board members agreed that an emergency meeting would be called, if necessary.

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) Jim Hollinger and BJ Urling from Commonwealth Libraries, and Claudia Horn, outside evaluator for the District Pilot program, will present the evaluation of the program and gather input at a meeting held at the System office on Friday, June 19, 10:00 AM to 12:00 Noon. System Board members, Library Board members and Library Directors are invited to attend. 2) She demonstrated the newly created Board Web Page. 3) Terry Kauffman is interested in helping with the formation of a Funding Task Force. 4) The Standards Committee, a subcommittee of the 2007 Funding Task Force, developed a set of local library standards, over and above the State Standards. The target date for achieving the standards was January 1, 2009. A spreadsheet, listing both state and local standards, was distributed to Board members, and an electronic version will be emailed to them. They were asked to discuss the standards with their Library Director and/or Board President, who will rate the library's status on meeting the standards. Forms should be returned by the September System Board meeting. 5) Donna Brice and Deb Beisell, as representatives of the Directors' Council, currently attend System Manager Meetings on the Tuesday morning in the week of the Directors' Council meeting. In addition, Joe Zappacosta, Directors' Council Vice Chair, will also attend.

Directors' Council
Report

In addition to the Directors' Council minutes for May 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: 1) The Council will schedule a retreat to review their Bylaws and discuss the purpose of the Council. 2) John Havrilla, Chair, Legislative Council, attended the Directors' Council meeting, and presented ideas for the Legislative Awareness. 3) The "Don't cut funding for libraries" postcards are being distributed to patrons, and completed postcards are being returned to Mary Ann Heltshe-Steinhauer, Community Relations Manager. They will be presented personally to State Legislators prior to passage of the State budget. 4) The Council discussed a process for the Library System to seek Library Services and Technology Act (LSTA) grants on behalf of member libraries. 5) The Council discussed the System holding yearly strategic planning meetings, where Library Directors would give their input on the System's

strategic plan. 6) The CDTS Committee has developed a method to temporarily link new books, to get them to the patrons faster.

Committees

Finance

Larry Burkhart, Treasurer, reported the following: 1) The Committee met at 6:30. 2) Jim Showalter, Financial Manager, will provide more in-depth detail in reports for the Finance Committee. 3) The System's \$250,000 Union National Certificate of Deposit is maturing. It earned 3.4%, and will be cashed to fund the deficit.

Governance

John Havrilla, Chair, reported the following: 1) The Committee met at 6:00. 2) They developed a draft of a Trustee Job Description and Roles and Responsibilities, and began review of the Administrator Job Description and Roles and Responsibilities. When completed, both drafts will be presented to the Board for approval.

Other Business

Presentation
Pictures

President Rettew complimented John Havrilla on the pictures used during the presentation at the Directors' Council meeting. By request, Havrilla agreed to share a PDF of the pictures via email.

Funding

Susan Hauer referred to the \$150,000 Commissioners' Matching Grant. She reported that Jim Showalter will send a survey to libraries, asking for a report of all new money. There was discussion on the impact to libraries if the Commissioners do not disburse the funds.

Funding Task
Force

Hauer reported that Terry Kauffman, the Board of Commissioners, and hopefully, System Board members, will comprise the Funding Task Force that will be developed. There was lengthy discussion of various funding sources to tap.

3- Point Summary

The Board decided on the following three points to include in the summary for reporting to their library boards: 1) The Standards Evaluation form. 2) What corporate sponsorships or grants should be sought by the Library System? 3) The Commissioners' formation of a Funding Task Force.

General Comment

Deb Beisell reported that Elizabethtown Public Library extended its hours on Wednesday nights. It was originally intended to last through May, but proved so popular, that the extended Wednesday hours will continue through the end of the Summer Reading Program. After that, the library will close on Fridays.

High Industries won the contract to build the Manheim Township Public Library. Construction is scheduled to begin on June 24.

Board of Directors
June 16, 2009
Page 4

Next Meeting Because the July meeting was cancelled, the next meeting is scheduled for Tuesday, August 18, 2009, 7:00 PM, Library System office.

Adjournment
 Motion It was moved by Diane Hastings that the meeting be adjourned at 9:01 PM.
 Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary