

Library System of Lancaster County
Minutes of the Board of Directors Meeting
June 20, 2006

Attendance:

Board Members: Voting: Greg Diehl, President; Dale Reinecker, Secretary/Treasurer; Glenn Landis; Marianne Melleby. Absent: Bud Rettew, Vice President; Rose Eckman; Sue Leggett.
Non-voting: Patricia Cox; Bernard Gordon; Martin Hudacs; Virginia McGrath; Fay Snyder. Absent: Kay Rohrer; Molly Henderson, Lancaster County Commission.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Financial Coordinator; Donna Brice, Acquisitions Manager; William Hudson, Deputy Administrator and Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator; Mary Lou Walker, Cataloging Manager.

Guests: Katrina Anderson, Director, Quarryville Library; Barbara Basile, Director, Manheim Community Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Pat Ditzler, President, Lancaster Public Library Board; Todd Fabian, Director, ELANCO Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Joyce Sands, District Consultant; Robert Spotts, President, ELANCO Library Board; Kathy Thren, Director, Adamstown Area 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 Diehl at 7:05 PM on Tuesday, June 20, 2006, at the Library System office. A quorum was present.

General Comment Deb Beisell acknowledged Bill Hudson and his team for their outstanding work during the Millennium crash. Dale Reinecker introduced Kathy Thren, new Library Director at the Adamstown Area Library. Bill Hudson expressed his appreciation to Library Directors and staff for their patience during the recent technology crisis.

Secretary's Report
Minutes

Approval

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the May 16, 2006, meeting, as included in the Board mailing. He pointed out the Capital Expenditure Policy motion on page 2 and noted that the topic will be revisited later in the meeting. There being no further comment, the minutes were approved as presented.

- District Agreement Reinecker referred to the Agreement for Provision of District Library Services for July 1, 2006 to June 30, 2007, as included in the Board mailing. After discussion, the following motion was made.
- Motion** On motion by Dale Reinecker, the System Board of *Directors* approved the Agreement for Provision of District Library Services for July 1, 2006 to June 30, 2007, as presented. Motion carried 4 – 0. {Correction July 18, 2006: *The word “Directors” was added above.*}
- Treasurer’s Report Reinecker referred to the May 2006 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the report and thanked Sue Young for the excellent reports. He noted that expenditures should be at 42%, and there are no large expenditures this month. He reported a cash balance of \$1,509,831.76. After discussion, the following motion was made:
- Motion** On motion by Dale Reinecker, the System Board of Directors directed that the May 2006 Financial Report be filed for audit. Motion carried 4 – 0.
- Capital Expenditure Policy Dale Reinecker reported that a capital expenditure policy was adopted at the May 16, 2006, meeting, whereby any purchase over \$2,500 and/or that has a useful life of more than one year be capitalized and depreciated over its useful life. After review, the auditors reported that the wording should be “and” instead of “and/or.”
- After discussion the following motion was made.
- Amended Motion** On motion by Dale Reinecker, the System Board of Directors approved that retroactive to January 1, 2005, capital expenditures in excess of \$2,500 and with a useful life of more than one year, be capitalized and depreciated over its useful life. Motion carried 4-0.
- Personal Cell Phone Use Reinecker reported that an employee was overcharged for personal cell phone use in 2004. After discussion with the auditors, it is Sue Young’s recommendation that the amount that the employee was charged in 2004 cover the additional six months of personal cell phone use in 2005. He noted that this solution is acceptable to the employee. After discussion, the following motion was made.
- Motion** On motion by Dale Reinecker, the System Board of Directors accepted the amount reported to the employee in 2004 as coverage for personal cell phone usage for 18 months. Motion carried 4-0.

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| President's Report | President Diehl introduced Jeff Klunk and Dave Wauls from Life Management Associates (LMA), who will make a presentation during Executive Session regarding a contract for services. |
| Library System 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) Trish Cox expressed her opinion to Hauer that Hauer's attendance at the ELANCO Board meeting was beneficial. Hauer reported that she is available to attend other libraries' Board meetings. 2) She felt that the Joint Committee on Communication (JCC) meetings have been fruitful. The current technical crisis has shown that all library personnel pull together when needed. 3) She asked Bill Hudson to give a brief overview of how the crash occurred, after which he answered questions from the Board. |
| District Center Library | Joyce Sands, District Consultant, reported on the following: 1) The Library Directors agreed that the District Advisory Council meetings should be held in February, April, July and October from 6:00 to 6:45 PM, just prior to the System Board meetings. 2) She thanked Stephanie Zimmerman, System Training Coordinator, for being an exceptional trainer. 3) Two libraries (Manheim and Lancaster) will submit applications for the Keystone Grant for improvements or renovations to their buildings. Presentations will be given later in the meeting. 4) Five candidates have submitted applications to Commonwealth Libraries for the Library Services and Technology Act (LSTA) grants for the pursuit of a Master degrees in Library Science. 5) The District Consultant position has been posted. The job description will be re-written. 6) The District Workshops held on June 7 were successful. 7) Barbara Ellis, Hershey Public Library, and Gene Ellis, Profession of Communications/ Speech/ Theater, will conduct a public speaking workshop on June 28. |
| Directors Council Report | Katrina Anderson, Directors Council Liaison, reported that notes from the June 1 Directors Council meeting were distributed to the Board. The current primary focus of the Council is on distribution. |
| <u>Standing Committees</u> | |
| Executive | President Diehl reported that the Executive Committee meetings are held at 5:00 on the Monday in the week prior to the System Board meetings. He invited interested Board members to attend. |
| Finance Distribution of Commissioner Incentive | Dale Reinecker, Treasurer, referred to the <i>Municipal Contributions Eligible for County Match, New Money in 2006</i> spreadsheet, dated June 12, 2006, included in the Board mailing. He noted that the figure of \$176,472 in new money may change after school district figures are reported. Those increases will be eligible for the match. The Finance |

Committee recommends that the Board approve this municipal distribution of the Commissioners' Incentive. The spreadsheet is comprised of documented municipal appropriations for 2006, as provided by member libraries. After discussion, the following motion was made.

Motion On motion by Dale Reinecker, the System Board of Directors approved the municipal distribution of the Commissioners' Incentive of \$176,472, based on the June 12, 2006, spreadsheet as provided to the Board. Payment is to be made on or about July 1, 2006. Motion carried 4-0.

Distribution of Remaining Commissioner Incentive Reinecker referred to the spreadsheet, *Possibilities for Distribution of County Matching Funds, 2/3 – 1/3 match*. He reported that at the June Directors Council meeting, the library directors in attendance voted unanimously to change the way the remaining Commissioner Incentive funds are distributed after municipal and school district match of new appropriations. The Directors Council made a presentation at the Finance Committee meeting, whereby they requested the emphasis be on fundraising and generated income, rather than only new State Aid funds. In light of the Directors Council proposal, the Finance Committee recommends that the Board adopt a formula reflecting 1/3 based on State Aid, and 2/3 based on fundraising and generated income, for the second distribution.

During discussion, Bernie Gordon expressed his opposition to this proposal. He felt that the distribution was addressed and approved at a meeting last fall, and was reaffirmed in April. (Addition July 18, 2006: *Gordon stated that changing the distribution formula is self-serving and an ethical violation.*)

After further discussion, the following motion was made.

MOTION: On motion by Dale Reinecker, the System Board approved the distribution of the balance of the \$300,000 Commissioners Incentive of approximately \$120,000, based on the April 2006 spreadsheet, as provided to the Board. Payment is to be made after Commonwealth Libraries' verification of the 2005 Annual Reports. Motion carried 4 – 0.

~~Katrina Anderson noted that she attended the Finance Committee meeting. She commended the procedure followed. (Amendment July 18, 2006: *Anderson's comment was out of order because she was not recognized to speak.. There was consensus to strike it from the minutes.*)~~

Human
Resources

No report.

Legislative Council Fay Snyder, Chair, reported, that although no meeting was held, there have been informal discussions. A meeting will be scheduled later in the summer.

Ad Hoc Committees

Funding Task Force In the absence of Sue Leggett, Chair, Greg Diehl reported that the next meeting is scheduled for Tuesday, June 27, 6:00 to 8:00 PM.

PLEDGE The Board determined that there will be no further PLEDGE business and that PLEDGE should be removed from the agenda. After discussion, the following motion was made.

Motion It was moved by Ginny McGrath that PLEDGE be removed from future Board agendas. Motion carried 4 – 0.

Bylaws Greg Diehl, Chair, referred to *Voting Modifications to the System Board*, a proposal developed by Glenn Landis at the request of and following discussion by the Bylaws Committee, and included in the Board mailing. He reported that the proposal is informational at this time, and no action will be taken until library boards have reviewed it. He asked that before the next System Board meeting, each Board member review the plan with the boards of the libraries they represent. He invited Landis to present the proposal to the Board.

Glenn Landis reviewed the main points of the proposal to give all 13 members of the System Board a more active role in the decisions taken by the Board and a proposed rotation schedule through 2015. He reported that the proposal violates no state laws. After discussion, the following motion was made.

Motion It was moved by Bernie Gordon that action on the proposal be tabled until the next meeting. Motion carried 4 – 0.

Bylaws Amendment President Diehl referred to Article X, Amendment of Bylaws, and the Committee's recommendation at the April 18, 2006, System Board meeting. Currently, the Bylaws require 30 days between the meeting at which an amendment is proposed and the meeting at which the Board votes on the change. The Committee recommends that the timeframe be changed to 28 days, to match the typical 28-day Board meeting cycle. After discussion, the following motion was made.

Motion It was moved by Dale Reinecker that Article X, Amendment of Bylaws, be changed to 28 days between a proposed change to the Bylaws and the Board vote. Motion carried 4 – 0.

Diehl reported that other action items regarding approval of voting members of the Board were also presented at the April meeting, but because of the proposed voting modifications to the System Board, the items are being tabled until a future meeting.

Joint Committee on Communication Diehl reported that the Committee met on June 5, and has a meeting scheduled for July 11. He noted that positive progress is being made.

Unfinished Business None.

New Business

Berks Arts Council Grant Susan Hauer reported that in an effort to promote the arts and literacy programs at member libraries and support partnerships with local education institutions, the Library System would like to submit a grant proposal to the Berks Arts Council for the amount of \$2,000 to fund 16 Arts Reach educational art workshops for youth, presented by the Lancaster Museum of Art. She noted that the Berks Arts Council has funded Lancaster County libraries consistently in the past. After discussion, the following motion was made.

Motion It was moved by Dale Reinecker that the System Board approve submission of a grant application for \$2,000 to the Berks Arts Council to fund Arts Reach educational art workshops, presented by the Lancaster Museum of Art, in 16 member libraries. Motion carried 4 – 0.

LSTA Education Grants Susan Hauer reported that five member library and System employees have submitted grant applications to Commonwealth Libraries for Library Services and Technology Act (LSTA) grants in pursuit of their Masters of Library Science degrees. She wrote a letter of support from the Library System, which will be included with the applications and letters of support from the District Administrator. She asked Ed Miller, Special Services Coordinator with the Library System and one of the applicants, to speak. Miller expressed the importance of increasing the number of professional librarians within Lancaster County.

Motion It was moved by Ginny McGrath that the System Board approve and support the submission of five applications for Library Services and Technology Act grants from Commonwealth Libraries, to pursue Masters of Library Science degrees. Motion carried 4 – 0.

Keystone Grant Application – Manheim Community Library Barbara Basile, Director, Manheim Community Library, reported on the library's need for an elevator in the library. The library is located on the second floor of the Manheim Borough Office Building. Its chair lift that serves to make the building ADA compliant is unreliable and difficult to use, thus making the library inaccessible to some residents, particularly

the handicapped, elderly and those with young children. The library would be required to pay approximately one-third, or \$75,000, of the cost to install the elevator in the municipal building. After discussion, the following motion was made.

Motion It was moved by Glenn Landis that the System Board declare its support of Manheim Community Library's addition of an elevator for library patrons' use. Motion carried 4 – 0.

During further discussion, it was decided that the motion should include support of the library's application for a Keystone Grant from Commonwealth Libraries to help with the cost of installing the elevator.

Amended Motion It was moved by Glenn Landis that the System Board declare its support for Manheim Community Library's addition of an elevator for library patrons' use, and its application to Commonwealth Libraries for a Keystone Grant to cover the library's share of the cost. Motion carried 4 – 0.

Keystone Grant Application – Lancaster County Library Pat Ditzler, President, Lancaster County Library Board, and Debra Rosser-Hogben, Executive Director, Lancaster County Library, distributed to Board members copies of a proposal for expansion and renovation of the library. Ditzler reported that an architect and consultant have been hired, and a feasibility study is being conducted. She noted that the preliminary plan will increase the library footage by 15,000 square feet, and estimated cost of the project is between six and seven million dollars. A generous donor has come forth, a capital campaign is planned, and the library will submit a Keystone Grant application to Commonwealth Libraries for \$500,000, the maximum amount granted.

Rosser-Hogben reported that the increased space would have a strong focus on youth, including storytime areas and a teen center with computers. Adults will gain large seating areas, a state-of-the-art community room, expansion of the Biz Center, and a coffee bar. The Friends bookstore and the foreign language collection will be expanded, as well as an increase in the number of public-access computers. The front entrance of the library will be brought into ADA compliance. After discussion and questions, the following motion was made.

Motion It was moved by Ginny McGrath that the System Board declare its support of the Lancaster Public Library's renovation project and the application for a Keystone Grant from Commonwealth Libraries for \$500,000. Motion carried 4 – 0.

General Comment Katrina Anderson, on behalf of the Directors Council, expressed their appreciation of this Board for considering and supporting the proposed

distribution, and the process that included directors being invited to give a presentation to the Finance Committee. She feels this cooperation demonstrates that the Library Directors' efforts are appreciated, which contributes to a sense of mutual respect. Deb Beisell commented on the LSTA Grant education applications and noted that an Elizabethtown Library employee received the grant last year. (Addition July 18, 2006: *Beisell suggested that the Board consider using a consent agenda for its meetings.*)

Next Meeting The next meeting is scheduled for Tuesday, July 18, 2006, 7:00 PM, Library System office.

Executive Session

Motion

It was moved by Glenn Landis to adjourn to Executive Session at 9:15 PM for contract issues. Motion carried 4 – 0.

The Board meeting reconvened at 9:59 PM.

Adjournment

Motion

It was moved by Ginny McGrath that the meeting be adjourned at 10:00 PM. Motion carried 4 – 0.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary