

Library System of Lancaster County
Minutes of the Board of Directors Meeting
May 18, 2011

Attendance:

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

System Staff: Bill Hudson, Acting Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Dudley Feltham, Vice President, Lititz Public Library Board; Kristin Fernitz, Director, Strasburg-Heisler Library; Lisa Greybill, Administrator, Columbia Public Library; Tom Knapp, Journalist, Lancaster Newspapers; Herb Landau, Executive Director, Lancaster Public Library; Marilyn Motley, President, Columbia Public Library Board; Kathy Thren, Director, Adamstown Area Library; Frances Vita, Director, Quarryville Library; Clarissa Wolcott, Columbia Public Library Board.

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 6:00 PM on Wednesday, May 18, 2011, at the Columbia Public Library, 24 S 6th Street, Columbia, PA. A quorum was present.

Columbia Public Library Board President Marilyn Motley welcomed the System Board. President Urdaneta thanked the library for hosting the meeting.

Public Comment None.

Treasurer's Report Vice President Trego reported in the absence of Jim Lombardo, Treasurer. He referred to the April 2011 financial report, as included in the Board mailing, and reported that the Finance Committee has reviewed the report. He noted a beginning balance of \$995,666; income of \$249,889; expenses of \$278,904; for an ending balance of \$988,868. After discussion, the following motion was made.

- Motion** On motion by Terry Kauffman, the System Board of Directors directed that the April 2011 Financial Report be filed for audit. Motion carried unanimously.
- Secretary's Report
Minutes
Approval Mark Simms, Secretary, referred to the minutes of the April 20, 2011, meeting, as included in the Board mailing. The minutes were approved as presented.
- Acting
Administrator's
Report In addition to his written report included in the Board mailing, Bill Hudson reported the following: 1) The Summer Reading Program will kick off soon. The Board asked that Renee Christiansen, Youth Services Manager, report on the Program at the June meeting. 2) He asked Mary Ann Heltshe-Steinhauer to report on the Author Luncheon. She reported that this year's luncheon netted approximately \$10,000. \$500 will be presented to each library at the June 3 Directors' Council meeting. The funds are earmarked for adult materials and programs. She reported that next year's guest author is Geraldine Brooks, and the luncheon is scheduled for May 11, 2012.
- Directors' Council
Report In the absence of Kristin Fernitz, Directors' Council Liaison, Deb Beisell referred to the approved Directors' Council minutes for April 1, 2011, included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. Referring to the minutes, the Board asked how many libraries offer electronic readers to their patrons. The current answer is three, although more libraries plan to utilize the technology in the near future.
- Committees
Finance Terry Trego, reporting for Jim Lombardo, Treasurer, noted that the Committee met just prior to the Board meeting. Topics discussed include: 1) The Committee's recommendation that Bill Hudson be granted four additional vacation days in 2011, in recognition of his leadership without increased compensation. Later in the meeting, the Board determined that the granting of additional vacation days should be made in a motion. 2) That the Administrator salary line item in the System budget be re-allocated to offset the 2011 budget deficit. After discussion, the following motion was made.
- Motion** On motion and second, the Library System Board of Directors approved amending the 2011 System budget to zero out the Administrator salary line item to offset the deficit. Motion carried unanimously.
- President's Report President Urdaneta reported that E4 Exchange met with the Board and presented their preliminary findings and ideas on how the Strategic Plan will be presented. They will meet again to further discuss the plan. E4 will

present their proposed Strategic Plan at the June 15 Board meeting at the ELANCO Library.

Proposed Bylaws
Revision

President Urdaneta referred to System Bylaws included in the Board mailing, Article IV, Board of Directors, Appointments. She proposed the addition of “or its designee” to read, “A County Commissioner or its designee may be appointed ex-officio without vote.”

As per the Bylaws, the proposed revision will be on the agenda for action after 28 days, at the June meeting.

Proposal to Form
Building/
Facilities
Committee

President Urdaneta proposed that a Building/Facilities Committee will be appointed to explore all options of the System office space, including downsizing at the current location, a different rental location, a new building, and space within a library or the County building. Suggested Committee composition is three Board members and a County Commissioner. The Committee will form after the Strategic Plan is adopted, in July and August, and will work closely with the Finance Committee and Jim Showalter.

Old Business

Terry Kauffman suggested that the granting of additional vacation days to Bill Hudson, as discussed previously at the meeting, be in the form of a motion. After discussion, the following motion was made.

Motion

On motion by Terry Trego, the Library System Board of Directors approved that Bill Hudson, Acting Administrator, be granted four additional vacation days in 2011, in recognition of and appreciation for his leadership without remuneration. Motion carried unanimously.

Adjournment

Motion

It was moved by Terry Trego that the meeting be adjourned at 6:30 PM. Motion carried unanimously.

Next Meeting

The next regular meeting is scheduled for Wednesday, June 15, 2011, 6:00 PM, at the ELANCO Library, 11 Chestnut Drive, New Holland.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary