

Library System of Lancaster County
Minutes of the Board of Directors Meeting
November 18, 2003

Attendance:

Board Members: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Sue Leggett, Wayne Murphy, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Robert McCarthy, Marianne Melleby, Bud Rettew, Non-Voting Members.

System Staff: Susan L. Hauer, Library System Administrator; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator.

Guests: Deborah Beisell, Administrator, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; JoAnne Foss, Executive Director, Lancaster County Library; Herb Landau, Director, Milanof-Schock Library; Joseph McIlhenney, District Consultant; Margaret Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Bonnie Young, Director, Lititz 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 Duff at 7:07 PM on Tuesday, November 18, 2003, at the Library System Office. A quorum was present.

Secretary's Report
Minutes

Approval

Mike Ireland referred to the minutes of the October 21, 2003, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Mike Ireland referred to the financial report for October, which has been reviewed by the Finance Committee. After discussion, the following motion was made:

Motion

On motion by Mike Ireland, the System Board of Directors directed that the October 2003 Financial Report be filed for audit. Motion carried 7 - 0.

President's Report

President Duff reported that per the Library System Bylaws, letters to the Lancaster County Commissioners have been prepared, requesting the appointment of Glenn Landis, Lititz Public Library, and Greg Diehl, Manheim Community Library, as voting members of the Board. Mike Ireland, ELANCO Library and Sue Leggett, Elizabethtown Public Library, will rotate from voting to non-voting status, effective at the annual meeting in January 2004.

LibrarySystem Administrator's Report	Susan Hauer reported that, in addition to her written report, plans are underway for her to convey future plans, rather than detailing past accomplishments.
Standing Committee Reports Personnel	No report.
Finance/Budget Review	Mike Ireland reported that, in reference to relocation expenses, it is expected that the Library System will come in under budget. The Committee is developing the 2004 budget, which will be distributed on or about December 1.
Contract Review	No report.
Provisional Committee Reports	
Nominating	Wayne Murphy referred to the slate of officers for 2004, as included in the Board mailing. The slate consists of: Joe Duff, President; Fay Snyder, Vice President; and Greg Diehl, Secretary/Treasurer. He asked for nominations from the floor, and there were none. After discussion, the following motion was made.
Motion	On motion by Wayne Murphy, the System Board of Directors approved that the slate of officers for 2004 be closed, and that the slate as proposed be accepted. Motion carried 7 – 0.
	The Library System Bylaws state that the slate of officers be submitted in writing to the County Commissioners and all Board Members. The Board received the slate in the Board mailing, and copies will be mailed to the Commissioners.
District Library Center	Joseph McIlhenney reported on the following: 1) He, Susan Hauer, and others from the Lancaster area attended a Keystone Grant Workshop recently. He outlined the timelines for submission, approval, etc., and noted that both he and Ms. Hauer are eager to assist libraries that may want to apply. 2) State code mandates that three Advisory Council meetings be held each year. Three meetings have been held in 2003, and he will consult with Ginny McGrath, President, to determine if another meeting is needed. A date of December 2 was set previously, but that meeting may not be held. 3) He reported that Commonwealth Libraries holds a yearly Trustee Institute at two locations within the state. The events are free of charge to library board members. In 2004, the Trustee Institutes will be held Friday, April 4 in Grantville, and Friday, April 16 in Pittsburgh.
Old Business	

Membership Agreements Received	Susan Hauer reported that all but two signed membership agreements have been returned to the System office, and reminded those not yet in that they are due December 31, 2003.
New Business	
Committee Contribution to Board Decision Making	Susan Hauer requested that the Executive Committee meet to develop guidelines of committee structure and procedures that would be utilized.
Open House	Mary Ann Heltshe-Steinhauer reported on the Library System Open House, held in the new offices on November 17. She noted that the event was extremely successful, was attended by Commissioner Ford and received good press coverage. She read a letter of appreciation and thanks to Fay Snyder, Chair of the Site Search Committee and Board representative in the planning and implementation of the Open House celebration.
Ressler Mill Grant Request	<p>Renee Christiansen, in seeking Board approval for a grant submission, read the following statement:</p> <p>“In an effort to strengthen the outreach services at the member libraries and encourage usage by families of those who speak another language other than English in the home, a grant proposal to establish a core collection of children's Spanish language books, and Spanish story packs will be submitted to the Ressler Mill Foundation for the amount of \$10,000. Census 2000 reveals that 26,742 persons living in Lancaster County are of Hispanic or Latino origin. That is 5.7% of the total population of Lancaster County (470,658). This number of 5.7% reflects the largest minority in the county.”</p> <p>After discussion, the following motion was made.</p>
Motion	On motion by Wayne Murphy, the System Board of Directors approved a grant submission in the amount of \$10,000 to the Ressler Mill Foundation, as noted above. Motion carried 7 – 0.
Clarification of Membership Agreement, Section 2M	Susan Hauer read section 2M of the Membership Agreement, “An incentive payment of \$1000 will be paid to each member library for attending Board development workshops, \$1000 for Trustee Institute and \$1000 for three Advisory Council meetings.” She asked for clarification, and after discussion from those directors present who worked on the wording, it was determined that an amendment to the agreement will be drafted for approval by each member library board.
General Comment	JoAnne Foss thanked everyone for their support during her recent bereavement; Glenn Landis asked if the December Board meeting will be held at the Lititz Public Library, as originally scheduled, since the library did not have an opportunity to host a Board meeting before the relocation

of the System offices. It was agreed that the December meeting will be held at the Lititz library.

Next Meeting The next meeting is scheduled for Tuesday, December 16, 2003, 7:00 PM, Lititz Public Library, 651 Kissel Hill Road, Lititz.

Adjournment

Motion It was moved by Janet Chalfant that the meeting be adjourned at 8:10 PM.
Motion carried 7 – 0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary