

Library System of Lancaster County
Minutes of the Board of Directors Meeting
November 18, 2008

Attendance:

Board Members: Bud Rettew, President; Glenn Landis, Vice President; Kay Rohrer, Secretary; Greg Diehl, Treasurer; Larry Burkhart; Cheryl Deck; John Havrilla; Diane Jackson; Virginia McGrath; Dale Reinecker, Robert Sabatelli; Kay Vandergrift; BethAnn Zambella.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Jill Brewster, Financial Manager.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library, and District Administrator; 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 Rettew at 7:01 PM on Tuesday, November 18, 2008, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Kay Rohrer, Secretary, referred to the minutes of the October 21, 2008, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl, Treasurer, referred to the October 2008 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the report, and the only unusual item is that two checks from the County were received in October. None will be received in November. After discussion, the following motion was made.

Motion

On motion by Bud Rettew, the System Board of Directors directed that the October 2008 Financial Report be filed for audit. Motion carried unanimously.

President's Report

President Rettew reported on the System Board Retreat, scheduled for Wednesday, November 19, 4:00 to 8:00 PM, at the System office. The retreat will be facilitated by Al Weber, Trout-Weber Inc., and will focus on Board assessment.

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) Jill Brewster, Finance Manager, compiled and distributed to Library Directors a spreadsheet outlining Library Directors' salary information. 2) The OverDrive service went live on November 10. It began with few daily checkouts, but showed a large increase after a newspaper article ran. There are plans to run an article in the *Sunday News* and to do a radio spot. In response to a question about OverDrive, it was explained that the service provides audio books downloadable to PCs, MP3s, etc. 3) As a District Consultant update, she noted that there have been 33 inquiries to AskUs – 25 have been answered, and 8 remain in progress; and 62 visits to member libraries. 4) She, attended a meeting with Claudia Roun, Kathy Thren, Debra Rosser-Hogben, Jill Brewster, and Commonwealth Libraries' evaluator, Claudia Horn. The first evaluation report is scheduled for February.

Directors Council
Report

Kathy Thren, Directors Council Liaison, responded to a question from the October 2008 minutes, which were included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. The question was about charging for DVDs. She reported that libraries cannot charge if the item is purchased with public funds. Thren reported the following from the November meeting: 1) She provided an update on the rollout of the self- checkout. 2) LPL is offering an orientation-mentoring program for reference. 3) The Directors Council is starting a fund raising committee. Deb Beisell volunteered to chair the committee, if someone else will assume her duties as chair of the Circulation Committee. 4) The Council approved that Renee Christiansen, Youth Services Manager, apply for the Early Literacy Grant. 5) Herb Landau will serve as the next Vice Chair of the Directors Council.

Committees

Executive	No report.
Finance	No report.
Nominating	No report.
Legislative Council	No report.
Governance	No report.

System Membership Agreement	President Rettew reported that the System Membership Agreement has been sent to Library Directors and Board Presidents for library board approval. To date, five library boards have approved and sent signed agreements to the System, with more in transit.
Other Business	
Resignation	President Rettew read of letter of resignation from Cheryl Deck, effective immediately and citing personal reasons.
Motion	On motion by Dale Reinecker, the Library System Board of Directors accepted, with regret, the resignation of Cheryl Deck, effective immediately. Motion carried unanimously.
General Comment	President Rettew acknowledged Diane Jackson's recent engagement of marriage. Beth Zambella inquired if group health insurance for System and library staff is possible. It was reported that in the past a local health insurance company allowed the practice. That company went out of business, and no other company has been found that will allow employees of different employers to be covered under the same policy.
Next Meeting	President Rettew reported that the Executive Committee recommends that no System Board meeting be held in December. After discussion, the following motion was made.
Motion	On motion by John Havrilla, the Library System Board of Directors approved the cancellation of the December System Board meeting. Motion carried unanimously.
	It was noted that the Finance Committee will meet as scheduled.
	The next meeting of the Library System Board of Directors will be the Annual Meeting, scheduled for Tuesday, January 20, 2009. The regular meeting and business portion of the Annual Meeting will begin at 6:00 PM, with refreshments at 6:30, and the program at 7:00 PM. In addition to the election of officers for 2009 and recognition of the Trustee and Employee of the Year, keynote speaker will be Cathy DeRosa, Vice President for the Americas and Global Vice President of Marketing, OCLC. Location and other details will follow.
Executive Session	
Motion	It was moved by Glenn Landis to adjourn to Executive Session at 7:24 PM for a personnel issue. Motion carried unanimously.
	The Board meeting reconvened at 8:45 PM.

Administrator
Performance
Evaluation

President Rettew reported that in reference to Susan Hauer's yearly performance evaluation, he received input from all but one Board member. The Board believes that Hauer is doing a very fine job providing library services to the citizens of Lancaster County, and recommends the renewal of the 3-year employment contract between the Library System of Lancaster County and Susan Hauer, Administrator.

Motion

On motion by Virginia McGrath, the System Board of Directors approved the renewal of the 3-year employment contract between the Library System of Lancaster County and Susan Hauer, Administrator: Motion carried unanimously.

Adjournment

Motion

There being no further business, the meeting was adjourned at 8:49 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary