

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 17, 2009

Attendance:

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

System Staff: Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager.

Guests: Katrina Anderson, Director, Manheim Township Public Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Carol Gerhart, Lancaster Public Library Board; Herb Landau, Director, Milanof-Schock Library; Glenn Landis, Lititz Public Library; John McGrann, President, Lancaster Public Library Board; Margaret Perella, Director, Pequea Valley Public Library; Joyce Sands, Interim Executive Director, Lancaster Public Library, and Interim District Administrator; Frances Vita, Director, Quarryville Library; Gary Weaver, Lancaster 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 Rettew at 7:02 PM on Tuesday, November 17, 2009, at the Library System office. A quorum was present.

General Comment Public Libraries Task Force: John McGrann, Vice Chair, reported that the Task Force has been gathering information from Library Directors and the System. He noted that there has been good dialog and cooperation between the Task Force, Library Directors, the System Board and Staff. This will be helpful to the Commissioners with their budget regarding libraries, as well as evaluating long-term direction.

Glenn Landis reported the Lititz Library Board's concerns about the distribution of state funds. The committee that developed the formula was not thinking in terms of cuts in funding. He noted that some libraries are being cut more than the 20.1% decrease in state funding.

During audience discussion, it was reported that when the formula was developed, all but one library agreed to it, but since it was the decision of the majority, the formula was enacted. Distribution of state funds should be more

level for all libraries, to pull up libraries who are not doing as well. It was noted that the internal formula has run only once, in 2007, due to state required distribution methods. Library Directors were polled at a Directors' Council meeting about whether to change the formula for 2010, with a split decision of 7 for and 7 against change. The System Board makes the final decision on how to distribute state aid.

Secretary's Report  
Minutes

**Approval**

Kay Rohrer, Secretary, referred to the minutes of the October 20, 2009, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Larry Burkhart, Treasurer, referred to the October 2009 financial reports, as emailed to the Board on November 13. He reported that the Finance Committee has reviewed the report, and there are no irregularities in the October statement. The report reflects a beginning balance on September 30, 2009, of \$932,152, and an ending balance on October 31, 2009, of \$2,590,790. After discussion, the following motion was made.

**Motion**

On motion by Diane Hastings, the System Board of Directors directed that the October 2009 Financial Report be filed for audit. Motion carried unanimously.

Burkhart expressed that the Committee's thoughts are with Jim Showalter during his surgery and recovery.

President's Report

President Rettew reported that the System Membership Agreement, approved by the Board at its October meeting, was sent to each library for its approval. To date, one library has returned their signed endorsement page. He asked that the agreement be placed on local library agendas for approval before the end of the year.

Resignation

President Rettew read a letter of resignation from Ron Vail. After discussion, the following motion was made.

**Motion**

It was moved by Larry Burkhart that the Library System Board of Directors accept, with regret, the resignation of Ron Vail from the System Board, effective immediately. Motion carried unanimously.

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) Rhonda Kleiman was hit by a car and is recovering in the Lancaster General Rehabilitation Center. 2) Jim Showalter is scheduled for surgery on November 18. President Rettew asked that the Board's best wishes be sent to both Kleiman and Showalter.

- Directors' Council Report** Deb Beisell reported for Joe Zappacosta, Directors' Council liaison. In addition to the Directors' Council minutes for October 2009 mailed electronically to the System Board, Library Board Presidents and the Directors 2 mail list: 1) The budget process was a good one; 2) Zappacosta will take over as chair of the Directors' Council, and Margie Perella will take on the duties of Vice Chair and Directors' Council Liaison to the System Board.
- Committees Finance** Larry Burkhart, Treasurer, reported that the Finance Committee met at 6:00, just prior to this meeting.
- Proposed 2010 Budget** Burkhart referred to the Proposed 2010 Budget, emailed to the Board on November 13. The budget has been amended and reviewed for input from Library Directors and the Finance Committee. He noted that the budget has been reduced by 11%, including a 25% cut in hours for eight staff members.
- Motion** On motion by Ginny McGrath, the System Board approved the 2010 System Budget, as amended. Motion carried unanimously.
- It was noted that the budget may need to be revisited, depending on the County funding.
- 2010 State Aid Distribution and Plan for Use of State Aid** Burkhart referred to the 2010 Distribution of State Aid emailed to the Board on November 13. A suggestion was made to use a three-year average in the formula. It was also suggested that, given the current funding climate, it may be time to revisit the formula. There was consensus to accept the current State Aid Distribution using the formula and to review and study the formula for next year.
- Burkhart reported that, using the figures from the 2010 Distribution of State Aid, each library must complete the Plan for Use of State Aid online and submit the signature page to the System before November 23. The due dates were given to Library Directors at their November Directors Council meeting.
- Motion** On motion by BethAnn Zambella, the System Board approved the 2010 Distribution of State Aid as presented. Motion carried unanimously.
- Nominating** Bud Rettew, Chair, reported that because Ron Vail resigned from the System Board, his nomination for Vice President has been withdrawn. Rettew referred to the revised slate of officers for 2010, developed by the Nominating Committee, and included in the Board mailing.

- President – John Havrilla
- Vice President – Ginny McGrath
- Secretary – Diane Hastings
- Treasurer – Sandy Dinoff

Rettew noted that no action is required by the Board at this time. The nominations will remain open until the election at the Annual Meeting in January.

Governance John Havrilla, Chair, referred to the updated Library System Human Resources policies, included in the Board mailing. The Governance Committee has reviewed the updates, and recommends approval.

**Motion** On motion by Sandy Dinoff, the System Board approved the updated Library System Human Resources policies, as presented. Motion carried unanimously.

Lancaster County Public Libraries Task Force Report given by John McGrann earlier in meeting.

Other Business None.

4- Point Summary The Board decided that four points should be included in the summary for reporting to their library boards this month: 1) the 2010 Revised Budget and County Funding Request; 2) the State Aid Distribution, approved by the System Board; 3) the Task Force report; and 4) the need for Library Board approval of the System Membership Agreement before the end of the year.

General Comment John McGrann, Lancaster Public Library Board President, announced that Herb Landau, former Library Director at Milanof-Schock Library, has been hired as Executive Director for LPL. His duties will begin December 7.

Next Meeting President Rettew reported that typically the December System Board meeting is not held, unless necessary. After discussion, the following motion was made.

**Motion** On motion by Diane Hastings, the Library System Board of Directors approved the cancellation of the December 2009 System Board meeting. Motion carried unanimously.

The next meeting of the Library System Board of Directors will be the Annual Meeting, scheduled for Tuesday, January 19, 2010, at the System office. The regular meeting and business portion of the Annual Meeting will

begin at 6:00 PM, and the program will begin at 7:00 PM. In addition to the speaker, to be determined, the Annual Meeting will include the election of officers for 2010, and presentation of the Trustee of the Year and the Staff Recognition Awards.

Executive Session

**Motion**

It was moved by Diane Hastings to adjourn to Executive Session at 7:57 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 9:00 PM.

Adjournment

**Motion**

It was moved by Sandy Dinoff that the meeting be adjourned at 9:00 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary