

Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 20, 2009

Attendance:

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

System Staff: Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Joyce Sands, Interim Executive Director, Lancaster Public Library, and Interim District Administrator; Joe Zappacosta, Director, Ephrata 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 Vice President Havrilla at 7:08 PM on Tuesday, October 20, 2009, at the Library System office. A quorum was present.

General Comment None.

Consent Items from September Meeting Vice President Havrilla reported that the following items were on the agenda for action at the September 15, 2009, System Board meeting, but a quorum of Core Board members was not present. At that meeting, President Rettew noted that the items must be ratified by a quorum at the October meeting. They will be handled as consent items, and action will be taken on all items with one motion. When asked, Board member did not have questions or discussion about any of the items. The consent items are: August 2009 Minutes; August 2009 Finance Report; and Job Descriptions and Roles and Responsibilities for Trustees and the Administrator.

Motion On motion by Sandy Dinoff, the System Board of Directors approved the consent items from the September 15, 2009, meeting, as listed above. Motion carried unanimously.

Secretary's Report
Minutes

Approval

Kay Rohrer, Secretary, referred to the minutes of the September 15, 2009, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Larry Burkhart, Treasurer, referred to the September 2009 financial report, as emailed to the Board on October 15, and reported that the Finance Committee has reviewed the report. The Profit and Loss shows a beginning balance of \$885,190 and an ending balance of \$923,152. After discussion, the following motion was made.

Motion On motion by Kay Rohrer, the System Board of Directors directed that the September 2009 Financial Report be filed for audit. 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) The Chamber Business Expo will be held on Thursday, October 22, at the Convention Center. 2) She spoke with Clare Zales, Deputy Secretary, Commonwealth Libraries, who will share details about state aid. Zales is fairly certain that the Access PA funds will be zeroed out for the current fiscal year. 3) Annual Report data from 2003 – 2008 has been uploaded to Lilly, and will be available to Trustees, as well.

Directors' Council Report In addition to the Directors' Council minutes for August and September 2009 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Joe Zappacosta, Directors' Council Liaison, reported that, in recognition that the District has been working since July 1 without district funds from the state, the Library Directors have reduced the number of holds from 10 to 5, and reduced hours at the Business Center.

Board Member Representing Multiple Libraries Vice President Havrilla referred to the proposal brought to the September 2009 meeting that would allow a System Board member to represent more than one library, for a one-term pilot. A term is three years. During discussion among Board members numerous questions were raised, such as: How many votes will the Board member have if he/she is representing two libraries, both with Core Board status? Is this arrangement in agreement with the Bylaws? Would this mean that the System Board can then recruit new members for the System Board? After discussion, the topic was turned over to the Governance Committee for further research and review.

Committees Finance Larry Burkhart, Treasurer, reported that the Finance Committee discussed the 2010 budget at its meeting. There was consensus among Committee members to table action on the budget and State Aid distribution until the Board's November 17 meeting.

- Lease Amendment** Burkhart reported that High Associates, the System office landlord, has agreed to forgive up to three month's base rent in 2010. For each month, LSLC's lease with High will be extended by one year. If, at the end of the original lease, September 2013, LSLC wishes to terminate the lease, they will pay the \$26,751.84, the amount of the forgiven rent payments. After discussion, the following motion was made.
- Motion** On motion by Dale Reinecker, the Library System Board of Directors approved moving forward with the lease amendment, as presented. Motion carried unanimously.
- Governance** John Havrilla, Chair, referred to the latest revision of the Administrator Performance Evaluation form, placed at each Board member's seat. He noted that in addition to the version included in the Board mailing, the Governance Committee add two sections from last year's evaluation. After discussion, the following motion was made.
- Motion** On motion by Ron Vail, the Library System Board of Directors approved the Administrator Performance Evaluation form, as distributed. Motion carried unanimously.
- Havrilla referred to the timeline for conducting the administrator evaluation, as included in the Board mailing. An Executive Session to review the timeline and procedure will follow tonight's meeting.
- Havrilla reported that the Governance Committee reviewed the System Human Resources policies, as updated by Donna Westerhoff, per Committee request. Besides some minor updating, a whistleblower policy was added. The Committee recommended a few additional changes, and the updated HR policies will be on the agenda for Board action at its November 17 meeting.
- Nominating** In the absence of Bud Rettew, Chair, Larry Burkhart reported that the following slate of officers for 2010 has been developed by the Nominating Committee: President – John Havrilla; Vice President – Ron Vail; Secretary – Diane Hastings; Treasurer – Sandy Dinoff.
- Burkhart noted that no action is required by the Board at this time. Per the Bylaws, written notice of the slate must be given to the System Board and the Commissioners.
- Burkhart thanked Bud Rettew for making personal contacts to the candidates.

System Membership Agreement	<p>Ron Vail reported for the System Membership Agreement Committee. He noted that the Committee consisted of the following: Mary Lou Barton, Donna Brice, Diane Hastings, Margie Perella, Mike Wetherhold, Susan Hauer, Donna Westerhoff, and himself. The Committee reviewed and made minor changes to the previous agreement, and the draft was included in the Board mailing. Vail reviewed the changes with the Board. After discussion, the following motion was made.</p>
Motion	<p>On motion by Bob Sabatelli, the Library System Board of Directors approved the 2010 System Membership Agreement, as distributed. Motion carried unanimously.</p> <p>The agreement will be sent to each Board President and Library Director for their Board's approval during their November and December meetings. After library approval and signatures are obtained, a copy of the signed, fully executed agreement will be returned to the library, and a copy will be retained at the System office. The agreement for 2010 will become effective with the System Annual Meeting in January 2010.</p>
Lancaster County Public Libraries Task Force	<p>Diane Rice, Task Force member, reported that at the initial meeting, held on September 28, the Task Force set guidelines and established short- and long-term goals. The second meeting was held on October 14, and the Library Directors were invited to share their "wish lists" for their libraries, and any other statistics they wished. At the next meeting, scheduled for October 28, System Managers will be asked to report, and the focus of the meeting will be the state budget. All are invited to attend the Task Force meetings, held at 7:30 AM in the System Board Room.</p>
Other Business	<p>None.</p>
3- Point Summary	<p>The Board decided on the following points to include in the summary for reporting to their library boards. As there were several important topics discussed at tonight's meeting, the summary was expanded to five points: 1) State Aid distribution will be discussed at the November 17 meeting; 2) 2010 Slate of Officers; 3) 2010 System Membership Agreement; 4) Lancaster County Public Libraries Task Force; 5) Board members representing multiple libraries to be reviewed by the Governance Committee.</p>
General Comment	<p>Elizabethtown Public and college libraries are working in partnership.</p> <p>Disappointment was expressed that the State Aid Distribution was tabled until November. The action puts local libraries in a difficult position regarding their budget processes.</p>

ELANCO Library's representative on the System Board has indicated he will not serve a second term, but because of possible Task Force recommendations, the library board is willing to wait before appointing a replacement.

Next Meeting The next meeting is scheduled for Tuesday, November 17, 2009, 7:00 PM, Library System office.

Executive Session

Motion

On motion by Sandy Dinoff, the System Board adjourned to Executive Session at 7:55 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 8:07 PM.

Adjournment

Motion

It was moved by Diane Hastings that the meeting be adjourned at 8:07 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary