

Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 21, 2008

Attendance:

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

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

Guests: Sandra Dinoff, Director, Strasburg-Heisler Library; 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 7:04 PM on Tuesday, October 21, 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 September 16, 2008, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl, Treasurer, referred to the September 2008 financial report, as included in the Board mailing. He reported that the Finance Committee has reviewed the report, and income and expenses are as expected. There was a question about the net income percentage appearing as a negative number. Jill Brewster explained that it is due to depreciation that's been budgeted. After discussion, the following motion was made.

Motion

On motion by Greg Diehl, the System Board of Directors directed that the September 2008 Financial Report be filed for audit. Motion carried unanimously.

President's Report

Board Retreat

President Rettew reported on the System Board Retreat. He, Glenn Landis, Kay Rohrer, Ginny McGrath and Susan Hauer met with facilitator, Al Weber of Tweed & Weber Consultants in Reading, to plan the retreat, scheduled for Wednesday, November 19, 4:00 to 8:00 PM, at the System office. He

refereed to the agenda, at each Board member's seat, and noted that a light supper will be served.

Administrator's
Report

In addition to her written report posted on Lilly and sent electronically to the System Board, Library Board Presidents and the News mail list on October 1, Susan Hauer reported on recent press coverage in the Lancaster newspapers. In response to a question regarding why the Manheim Township Library is slated to receive additional funds from the System, Hauer reported that until the state runs the library funding formula, new libraries are not eligible for State Aid. The Board had recommended and approved distribution of county funds to the library in lieu of State Aid. There was discussion on Elizabethtown Library's photo ID policy.

Directors Council
Report

Kathy Thren, Directors Council Liaison, referred to the September 2008 Directors' Council notes sent electronically on October 16. In response to a question about what OverDrive is, she defined it as downloadable books, movies, etc. She reported that at the October meeting, the Library Directors approved the System Membership Agreement, with a few minor changes. They approved changing the language of the Library Service Standards to include Library Board term limits and that Library Directors should be fulltime with benefits.

Committees
Executive

President Rettew reported that topics discussed by the Executive Committee were reported previously in this meeting.

Finance

Greg Diehl, Treasurer, reported that Jill Brewster, Financial Manager, is developing an accounting procedures manual. He referred to the *Lancaster County Funding Request and Prior Year Report 2009*, noting that a copy was supplied to each Board member at tonight's meeting.

Nominating

Glenn Landis, Chair, reported that serving on the Nominating Committee besides himself was Greg Diehl and John Havrilla. The Committee met and developed the following slate of officers for 2009: President – Bud Rettew; Vice President – John Havrilla; Secretary – Kay Rohrer; Treasurer – Larry Burkhart.

Landis reported that, as per the Bylaws, notification of the slate is given to the Board and will be sent to the Commissioners. He noted that the nominations will remain open until just prior to the election at the Annual Meeting.

Diane Jackson nominated Ginny McGrath as a candidate for Vice President. McGrath agreed to serve, if elected.

The above slate, with the addition of McGrath, will be sent to the Commissioners.

Legislative
Council

No report.

Governance No report.

System Membership Agreement President Rettew reported that, as noted previously by Kathy Thren, the Directors Council has reviewed the System Membership Agreement and suggested the following changes. On page 3, Section 2 – the Member Library Shall: 1) Part H – add the words “collapsed or expanded” to the last sentence, in reference to Profit & Loss statements delivered to the System; and 2) Part J, change 85% of the annual collection budget to 75%.

In addition, the following additions were approved to the *Lancaster County Public Libraries, Library Service Standards*: 1) Library Director shall be fulltime with benefits; and 2) Library Board shall have a policy setting term limits.

After discussion, the following motion was made.

Motion On motion by Diane Jackson, the Library System Board of Directors approved the System Membership Agreement for 2009, as presented, with the changes noted above. Motion carried unanimously.

The Agreement will be sent to Library Directors and Board Presidents for Library Board approval.

Other Business None.

General Comment There was a question from a new Board members regarding Commonwealth Libraries’ Trustee Institute, and whether it is worthwhile to attend. There was a resounding “yes” from other Board members.

Next Meeting The next meeting is scheduled for Tuesday, November 18, 2008, 7:00 PM, Library System office.

Executive Session

Motion It was moved by John Havrilla to adjourn to Executive Session at 7:32 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 8:30 PM.

Adjournment

Motion It was moved by Dale Reinecker that the meeting be adjourned at 8:31 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary