

Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 2, 2003

Present: Joe Duff, President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Sue Leggett, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Robert McCarthy, Marianne Melleby, Dale Reinecker, Non-Voting Members; Barbara B. Grater, Interim System Administrator; Donna J. Westerhoff, Administrative Assistant; 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; Katrina Anderson, Director, Quarryville Library; Barbara Brosey, Director, Manheim Community Library; John Bryer, President, Pequea Valley Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; JoAnne Foss, Director, Lancaster County Library; Dawn Frees, President, Ephrata Public Library Board; Lilli Ann Kopp, Milanof-Schock Library Board; Herb Landau, Director, Milanof-Schock Library; Joseph McIlhenney, District Consultant; Margaret Perella, Director, Pequea Valley Public Library; Roseanne Perkins, Director, Adamstown Area Library; Paul Plum, Pequea Valley Public Library Board; Jennifer Raimo, Director, Ephrata Public Library; Carol Ross, President, Lititz Public Library Board; Claudia Roun, Director, Moores Memorial Library; Susan Space, Moores Memorial Library Board; Robert Spotts, President, ELANCO Library Board; Bonnie Young, Director, Lititz Public Library.

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| Call to Order | At the conclusion of the Advisory Council meeting, the regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Duff at 7:26 PM on Tuesday, September 2, 2003, at the Milanof-Schock Library. A quorum was present. |
| Secretary's Report
Minutes
Approval | Mike Ireland referred to the minutes of the August 19, 2003, meeting, as included in the Board mailing. The minutes were approved as presented. |
| Treasurer's Report

Motion | Mike Ireland referred to the draft copy of the 2004 County Funding Request, as distributed. After discussion, the following motion was made.

On motion by Mike Ireland, the System Board of Directors approved the submission of the 2004 County Funding Request to the Commissioners.

Joanne Foss questioned the \$350,000 figure for the Central Resource Library. After the calculation used to arrive at that amount was discussed, the motion carried 5 – 0. |
| President's Report | No report. |
| Interim System
Administrator's
Report | Barbara Grater reported the following: 1) A press release has been prepared and distributed regarding the closing of the member libraries on September 26 and 27 for the move of the network during relocation of the System office. 2) She referred to the <i>Business Monday</i> article, written by Azriela Jaffe, which appeared in the September 1 edition. The article |

contained negative comments about service received at a library. Ms. Grater contacted Ms. Jaffe and was assured that the library referred to in the article was not a Lancaster County library. Ms. Grater has written a letter to the editor in hopes of clarifying that fact.

County Coordination Aid Plan The County Coordination Aid Plan was discussed in detail at the Advisory Council meeting, held just prior to the System Board meeting. The Advisory Council voted to accept the County Coordination Aid Plan as presented. It will be forwarded to Commonwealth Libraries for approval.

Committee Reports
System Administrator Search Janet Chalfant, Chair, reported that second interviews, attended by the System Administrator Search Committee and several System Board members, were held on August 25. The Committee is prepared to make a recommendation to the Board.

Executive Session

Motion It was moved by Janet Chalfant to adjourn to Executive Session at 7:48 PM for personnel issues to discuss the recommendation of the System Administrator Search Committee. Motion carried 5 – 0.

Motion It was moved by Mike Ireland to end Executive Session at 8:21 PM. Motion carried 5 – 0.

The Board meeting reconvened.

Motion On motion by Dale Reinecker, the System Board of Directors accepted the recommendation of the System Administrator Search Committee to present an offer for the System Administrator position to Susan Hauer, with a standard benefits package and relocation expenses up to \$5,000. Motion carried 5-0.

Joe Duff and Janet Chalfant thanked the Committee for the fine work done on the search. Dale Reinecker commended Ms. Chalfant for her leadership of the Search Committee.

Ms. Chalfant left the meeting to call Ms. Hauer to make the offer.

While waiting for Ms. Chalfant to return to the meeting, Mr. Duff thanked Barbara Grater for acting as Interim System Administrator since January.

Mr. Duff recommended that the September 16 System Board meeting be cancelled. After discussion, the following motion was made.

Motion On motion by Mike Ireland, the System Board of Directors approved that the September 16, 2003, System Board meeting be cancelled. Motion carried 5 – 0.

Ms. Chalfant returned to the meeting and reported that Susan Hauer has accepted the position of System Administrator. An offer letter will be overnighted to Ms. Hauer the day following the meeting.

Next Meeting The next meeting is scheduled for Tuesday, October 21, 2003, 7:00 PM, at the System office, 1866 Colonial Village Lane, Suite 107.

Site Search No report.

Personnel No report.

Finance/Budget
Review No report.

Contract Review No report.

Old Business

System
Membership
Agreement Barbara Grater reported that six of thirteen agreements have been signed and returned to the System. She recommended that an effective date be established. After discussion, the following motion was made.

Motion On motion by Glenn Landis, the System Board of Directors approved that the effective date of the System Membership Agreement be January 1, 2004. Motion carried 5 – 0.

New Business None.

Public Comment None.

Adjournment

Motion It was moved by Mike Ireland that the meeting be adjourned at 8:43 PM. Motion carried 5 – 0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary