

Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 16, 2008

Attendance:

- Board Members:** Bud Rettew, President; Kay Rohrer, Secretary; Greg Diehl, Treasurer; Larry Burkhart; Cheryl Deck; John Havrilla; Diane Jackson; Virginia McGrath; Dale Reinecker; Robert Sabatelli; Kay Vandergrift; Dennis Stuckey, Lancaster County Commission. Absent: Glenn Landis, Vice President; BethAnn Zambella.
- System Staff:** Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; Jill Brewster, Financial Manager; Renee M. Christiansen, Youth Services Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Rhonda Kleiman, Business Information Manager; Lee Krieger, Manager, Collection Development and Technical Services; Ed Miller, Special Services Manager.
- Guests:** Katrina Anderson, Director, Manheim Township Public Library; Barbara Basile, Director, Manheim Community Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Trish Calvani, President, York County Library System; Sandra Dinoff, Director, Strasburg-Heisler Library; Karen Field, President, Lancaster Public Library Board; Jim Hollinger, Director, Bureau of Library Development, Commonwealth Libraries; Matt Kane, Executive Assistant to the Deputy Secretary for Libraries, Commonwealth Libraries; Margaret Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Community Member; Debra Rosser-Hogben, Executive Director, Lancaster Public Library, and District Administrator; Claudia Roun, Director, Moores Memorial Library; Diane Sadler, System Administrator, Bradford County Library System; Susan Tennant, Director, Lititz Public Library; Kathy Thren, Director, Adamstown Area Library; BJ Urling, Institution and Academic Library Services Advisor, Commonwealth Libraries; Frances Vita, Director, Quarryville Library; Joe Zappacosta, Director, Ephrata Public Library.
- Guest Speakers** Ethel Himmel and Bill Wilson, Library Consultants and Authors of Pennsylvania District Library Study.
- 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 7:03 PM on Tuesday, September 16, 2008, at the Library System office. A quorum was present.

Introductions	President Rettew asked each Board member and meeting attendee to introduce themselves. Jim Hollinger, Commonwealth Libraries, introduced guest speakers, Ethel Himmel and Bill Wilson.
Presentation and Questions	Bill Wilson summarized the history of District Library Centers in Pennsylvania. The district concept began as library development, and has evolved into library improvement. The findings and recommendation of the Himmel-Wilson report was an unbundling of funds so individual functions, such as development, continuing education, consulting assistance, etc., could be handled by different entities. He reported on funding formulas and noted that they should contain multiple pieces (square miles, population, expenditures, etc.) and that they must be adjusted periodically. The major message of the presentation was that it is important to create seamless service to the public. Wilson addressed questions from the audience.
Memorandum of Understanding	Jim Hollinger, Commonwealth Libraries, referred to the Memorandum Of Understanding, <i>Commonwealth Libraries' Pilot Project to Transfer Duties of the District Consultant to the Library System of Lancaster County</i> , distributed electronically to Library Directors and the System Board, with copies available to meeting attendees. He reported that Lancaster County was chosen for the pilot because the District Consultant position was vacant and the district and system share boundaries, resulting in possible duplication of services. He noted that Commonwealth Libraries met initially with Library Directors to get their opinions and input, before forming a Steering Committee of Library Directors and District, System Staff and Commonwealth Libraries staff. Hollinger addressed questions from the audience.
General Comment	Deb Beisell, Elizabethtown, gave an update on the patron group unhappy with the use of photo ID. Trish Calvanti, York County Library System, expressed her hopes for the success of the pilot project, stating that if it works in Lancaster County, it may work elsewhere.
Secretary's Report Minutes Approval	Kay Rohrer, Secretary, referred to the minutes of the August 19, 2008, meeting, as included in the Board mailing. The minutes were approved as presented.
Treasurer's Report	Greg Diehl, Treasurer, referred to the August 2008 financial report, as included in the Board mailing. He reported that the Finance Committee has reviewed the report, and nothing out of the ordinary occurred in August. After discussion, the following motion was made.

- Motion** On motion by Ginny McGrath, the System Board of Directors directed that the August 2008 Financial Report be filed for audit. Motion carried unanimously.
- 2009 Budget Diehl referred to the Proposed 2009 Budget, as presented by Susan Hauer, Administrator, and Jill Brewster, Financial Manager, and included in the Board mailing. He related the process used to develop the budget, and the evolution of numerous drafts. He reported that the Finance Committee recommends approval, and noted that the proposal includes a \$149,300 transfer of funds from the reserve balance, as needed, and the use of \$35,000 of reserve funds to replace 60 staff PC's in member libraries. After discussion, the following motion was made.
- Motion** On motion by Ginny McGrath, the System Board of Directors approved the 2009 Fiscal Calendar Budget for the Library System of Lancaster County, which includes a \$149,300 transfer of funds from the reserve balance, as needed, and the use of \$35,000 of reserve funds to replace 60 staff PC's in member libraries. Motion carried unanimously.
- Member Library Distribution Diehl referred to the Member Library Distribution, as included in the Board mailing. He reported that the Finance Committee proposes, in 2009, that \$150,000 County Aid be distributed to member libraries, of which \$15,000 be distributed directly to Manheim Township Public Library to compensate them for receiving no State Aid in 2009. The Committee recommends that the remaining \$135,000 be distributed to all member libraries using the Internal Funding Formula, utilizing data from the approved 2007 State Annual Reports. After discussion, the following motion was made.
- Motion** On motion by Kay Rohrer, the System Board of Directors approved the distribution of \$150,000 from County Aid, of which \$15,000 be distributed directly to Manheim Township Public Library to compensate them for receiving no State Aid in 2009; and the remaining \$135,000 be distributed to all member libraries using the Internal Funding Formula, utilizing data from the approved 2007 State Annual Reports. Motion carried unanimously.
- President's Report President Rettew reported that John Havrilla, Greg Diehl and Glenn Landis have agreed to serve on the Nominating Committee to develop a slate of officers for 2009. John Havrilla will chair. As per the Bylaws, the Nominating Committee shall consist of three members from the Board and be approved by the System Board of Directors. After discussion, the following motion was made.
- Appointment of Nominating Committee **Motion** On motion by Diane Jackson, the Library System Board of Directors approved the Nominating Committee, comprised of John Havrilla, Greg Diehl

and Glenn Landis, to develop a slate of officers for 2009. 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) As detailed in her report, she and Jill Brewster met with Commissioner Dennis Stuckey to discuss funding for libraries. Commissioner Stuckey encouraged her to make an appointment to meet with all of the Commissioners. A appointment will be scheduled during October. 2) The following libraries submitted LSTA grant applications to Commonwealth Libraries:

- ELANCO – \$20,000 Training Grant for a Mobile Training Lab for Seniors;
- Lititz – \$18,000 Digitization Grant – to expand the library's digital local history collection;
- Milanof-Schock – \$42,000 Special Services Grant to upgrade the library learning lab instructional computers.

President Rettew thanked Hauer for arranging to have Ethel Himmel and Bill Wilson speak at the Board meeting.

Directors
Council
Report

Kathy Thren, Directors' Council liaison, referred to the Directors' Council minutes for August 2008, mailed electronically to the System Board and the Directors 2 mail list. There were no questions. She reported that she did not attend the September meeting, and asked Debra Rosser-Hogben to report. Rosser-Hogben reported the following topics were discussed at the meeting: 1) the Memorandum of Understanding and the budget; 2) the Automated External Defibrillators offered to libraries, and the legal implications of accepting them; 3) electronic resources.

Committees
Executive

No additional report.

Finance

No additional report.

Legislative
Council

No report.

Governance

No report.

System
Member-
ship
Agree-
ment

President Rettew, Chair, reported that the Committee to develop the agreement for 2009 has met twice. The Committee worked through the "System will" and the "Library will" sections. The agreement has been sent to the System Board and Library Directors for their input. Comments should be sent to President Rettew.

Other Business

Board

Retreat

President Rettew reported that the last Board Retreat was held in January 2006, and since that time, many new members have joined the System Board. Board members in attendance at the Executive Committee meeting agreed that a Retreat would be beneficial. The Board Retreat is tentatively scheduled for Saturday, November 1, approximately 9:00 AM to 2:00 PM, location to be announced. The subject of the Retreat will be Board Assessment, and a facilitator will be used. More details will follow.

General

Comment

None.

Next Meeting

The next meeting is scheduled for Tuesday, October 21, 2008, 7:00 PM, Library System office.

Adjournment

Motion

It was moved by Ginny McGrath that the meeting be adjourned at 8:48 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary