

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
September 21, 2010

Attendance:

Board Members: John Havrilla, President; Virginia McGrath, Vice President; Diane Hastings, Secretary; Sandy Dinoff, Treasurer; Dudley Feltham; Hugh MacMaster; Robert Sabatelli; Kevin Service. Absent: Diane Rice; Kay Rohrer.

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

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Karen Field, Lancaster Public Library Board; Lisa Greybill, Administrator, Columbia Public Library; Herb Landau, Executive Director, Lancaster Public Library; Debra Rosser-Hogben, Director, Milanof-Schock Library; Penny Talbert, Ephrata Public 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 Havrilla at 7:01 PM on Tuesday, September 21, 2010, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report  
Minutes  
**Approval** Diane Hastings, Secretary, referred to the minutes of the August 17, 2010, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Sandy Dinoff, Treasurer, referred to the August 2010 financial report, as included in the Board mailing. She reported that the Finance Committee has reviewed the report, and found it to be in order. After discussion, the following motion was made.

**Motion** On motion by Sandy Dinoff, the System Board of Directors directed that the August 2010 Financial Report be filed for audit. Motion carried unanimously.

President's Report  
System Board  
Appointment President Havrilla reported that Elizabethtown Library has appointed Marian L. Fetter to fill the library's vacancy on the System Board. {Recorder's note:

This vacancy was left at the end of BethAnn Zambella's term.} Fetter's first term will end in January 2013. After discussion, the following motion was made.

**Motion** On motion by Diane Hastings, the Library System Board of Directors approved the appointment of Marian L. Fetter to the System Board, as nominated by the Elizabethtown Public Library Board, to serve a first term ending in January 2013. Motion carried unanimously.

Fetter's biographical information will be sent to the Commissioners for their approval.

Suspension of Council to Preserve Public Libraries President Havrilla reported that the continuation of the Council to Preserve Public Libraries (CPPL) was discussed at the September Board Work Session. In light of the Task Force Report, there was consensus among Board members that the prudent action would be to suspend the CPPL until the recommended changes to the Board of Directors occur.

If the Board votes to suspend the CPPL, the scheduled September 28 meeting of the full Council will be cancelled. After further discussion, the following motion was made.

**Motion** On motion by Sandy Dinoff, the Library System Board of Directors approved the temporary suspension of the Council to Preserve Public Libraries. Motion carried unanimously.

**Reconsidered Motion** See General Comments later in the meeting for the Reconsidered Motion.

Transition Plan for New Board Havrilla reported that the Task Force recommendation to form a new System Board was discussed at the Work Session, and it was determined that the current Board will ask the Commissioners for a time line, to guide them in the steps necessary to transition to the new Board. Among items to be considered is a change to the System Bylaws.

Havrilla reported that he expressed to Terry Kauffman in a phone conversation the current Board's desire for a smooth transition to a new Board. He distributed a message from Kauffman, which suggests that the Library System and the Board of Commissioners each appoint two individuals who will recommend changes and timelines that will be required for action. This joint committee shall be charged with making recommendations to become effective no later than December 31, 2010.

Havrilla reported that Kevin Service volunteered as one of two representatives from the System Board, and Havrilla would be the second.

There was no objection or desire for further discussion from other Board members, so the following motion was made.

- Motion** On motion by Bob Sabatelli, the Library System Board of Directors approved John Havrilla and Kevin Service as the Library System representatives on the Commissioners' joint committee to recommend changes and develop a timeline to institute the recommendations of the Task Force Report. Motion carried unanimously.
- Letter to Commonwealth Libraries Regarding the letter to Commonwealth Libraries in response to its denial for Elizabethtown Library to close for a week, President Havrilla apologized that the letter was sent to Clare Zales prior to his approval, and before input was gathered from the rest of the Board, as promised.
- Administrator's Report In addition to her written summary included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Susan Hauer referred to the Adding Rental Materials to Millennium policy included in the Board mailing. She noted that is a reworked version of the current policy, developed in 2004, that addressed Lancaster Public Library's rental of bestsellers. Because libraries are considering rental of media such as DVDs and audio books, the policy was reviewed at this time.
- President Havrilla asked Hauer to provide the Board with a copy of the results of the District Consultant Pilot survey recently conducted by Commonwealth Libraries.
- Directors' Council Report In addition to the approved Directors' Council minutes for August 2010 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Lisa Greybill, Directors' Council Liaison, highlighted some of the important topics, including that Ingram has been chosen as the major vendor:
- Committees  
Finance  
Internal Funding Formula On Hold Sandy Dinoff, Treasurer, referred to the Internal Funding Formula, and noted that, in light of the Task Force recommendations, it was discussed at the September Work Session. There was consensus to put action on hold at this time. She noted that the Board approved the 2011 distribution at its June 2010 meeting.
- Lancaster County Public Libraries Task Force In the absence of Diane Rice, Task Force member, President Havrilla referred to the Task Force Report, widely distributed after its release to the Commissioners. He asked if there were any questions, and there were not questions. He noted that the report was discussed at the September Work Session.

Other Business           None.

4- Point Summary       The Board decided on the following four points to include in the summary for reporting to their library boards:

1. Transition Plan for the New Board;
2. Appointment of a new Board member;
3. Suspension and reconsideration to suspend the Council to Preserve Public Libraries;
4. Suspension of 2010 Internal Funding Formula discussion.

General Comment       The following questions were asked, and answered:

- Have the Commissioners adopted the recommendations in the Task Force Report? No, but plans are made in the event that it is adopted.
- Has the 2009 Library System audit been published? Yes, and it's on the LSLC website.
- Clarification on the Rental Materials policy. . The policy was reviewed so that ordering, invoicing, payment, processing and linking and any other common costs of collection will be handled by the member library staff and the member library. Will the System, at some point, process rental DVDs and other material, free for the library? Yes, if that is a countywide agreed-upon expenditure. If so, how many libraries have to participate? The policy will be reviewed, as needed.

A request was made that John Havrilla and Kevin Service, representatives on the Commissioners' Task Force Committee communicate with the Directors Council.

Several Library Directors in attendance expressed disappointment that the Council to Preserve Public Libraries has been suspended, to which President Havrilla noted that, although the full Council is suspended, the sub-committees – Awareness/Development and Event Planning – should continue. After discussion and input from Library Directors, the Board reconsidered their motion from earlier in the meeting to suspend the CPPL.

**Reconsidered Motion**   On motion and second, the Library System Board of Directors reconsidered their previous motion to temporarily suspend the Council to Preserve Public Libraries, and approved continuation of the Council. Motion carried unanimously.

It was noted that the previously scheduled Awareness/Development sub-committee meeting, scheduled for Thursday, September 30, 8:30 AM at the Lititz Library, will be held. The Event Planning sub-committee has not begun, and may not be pursued at this time. The Tuesday, September 28,

5:00 PM, meeting of the full Council is re-scheduled for Tuesday, October 5, 5:00 PM, at the System office.

Applications have been submitted to Commonwealth Libraries for two LSTA grants:

1. Milanof-Schock, \$5,000 for acquisition of consumer health and awareness materials;
2. Lititz and Ephrata libraries have partnered, requesting \$24,000 to implement a library awareness campaign.

Next Meetings           The next Board Work Session is scheduled for Tuesday, October 12, 2010, 4:00 PM. The next regular meeting is scheduled for Tuesday, October 19, 2010, 7:00 PM. Both will be held at the Library System office.

Executive Session

**Motion**

On motion by Diane Hastings to adjourn to Executive Session at 7:54 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 8:55 PM.

Adjournment

**Motion**

It was moved by Sandy Dinoff that the meeting be adjourned at 8:56 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary