

Library System of Lancaster County
Minutes of the Regular Board of Directors Meeting
May 24th, 2017

Attendance:

Board Members: Diane Tannehill, President; André Fouchet, Vice President; Ken Kohlmaier, Treasurer; Christina Diehl, Secretary; Jeanne Grimsley; Dennis Stuckey, Lancaster County Commissioner.
Absent: Brandon Danz; Rich Frerichs

System Staff: Bonnie Young, Executive Director; Mark Sandblade, Manager, Information Technology; Brenda Emerich, Manager, Catalog and Acquisition Services; Amanda Hatcher, Administrative Assistant.

Guests: Melissa Foltz, Director Manheim Community 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 Tannehill at 6:34 PM on Wednesday, May 14th, 2017, at The Library System office. A quorum was present.

Secretary's Report

Minutes Christina Diehl, Secretary, referred to the minutes of the April 19, 2017 regular meeting as included in the Board mailing. There were no questions.

Motion Christina moved and Andre seconded to approve the minutes. The minutes were approved as presented.

Treasurer's Report Ken Kohlmaier, Treasurer, referred to the May 2017 financial report, as included in the Board mailing. Ken said that the report speaks for itself. The 41% variance in Bookmobile fines is insignificant. We are right on target for our budgetary needs.

Motion Jeanne moved to accept the treasurer's report and Christina seconded. The financial report was approved as presented.

President's Report Diane began by stating that she has received great feedback from the Annual Meeting.

She and Bonnie had met with the President's Circle and had a great time. They are calling it "Cookies and Conversation". The last topic of conversation was advocacy.

The Author's Luncheon was a success! \$725 went to each library, Shuts and the branches included for a total of 18 checks. More money was given this year than last but it could have been more. They gave out hardback books which cut into the donation amount. Jeanne commented that the luncheon was most entertaining. It was a comedy routine and yet, it was serious as well. Diane informed the Board that there were 551 guest for the luncheon and 110 more who listened to the

author speak. The cost of food went up this year as well. Jeanne commented that, logistically, it was a lot of work.

Diane and Bonnie gave a tour of the System office to Bill Peters, the new county clerk. He stayed for quite a while and enjoyed interacting with everyone here. He was very impressed – A+! He said that it is obvious how mission-driven the LSLC Staff are.

Executive
Director's
Report

Bonnie asked for approval of an E-grant signature resolution that came from the Department of Education. It states that the Executive Director is authorized to sign all LSTA grants via e-signature. The Secretary and President need to sign it and it needs to be sent to the State. They did so at this meeting. Bonnie also had banking signature pages from Integrity Bank for the officers to sign.

Bonnie informed the Board that she is working on fundraising ideas. She is no longer pushing the Bookmobile itself. Bonnie learned at a recent workshop that good fundraising doesn't ask for an item, it asks for a service. Her new tactic is to ask to expand on the head start service. Right now we visit Head Starts in Lancaster City and Columbia. Our plan is to expand service to all the Head Starts in Lancaster County. She and Ed have already done a presentation for BB&T bank. Bonnie asked the Board to help her by opening doors so that she and Ed or Diane can go and ask for money.

Bonnie's goals for the next two years are 1.) to pay for the bookmobile. (Perhaps even begin a "friends of the Bookmobile" or "Books on the Go" group) and 2.) increase fundraising for the libraries.

Bonnie wants to push EITC. She'd like to put a video on the website, let businesses see it and fund us instead of paying more taxes.

Again, she asked the Board, if they can, please open doors.

Jeanne asked about the Bookmobile. Bonnie filled her in for the plans and reasons for replacing the Bookmobile. Specifically that it is a \$165,000 cost and we've raised >\$37,000. The county pays for the insurance.

Diane reminded everyone that fiduciary responsibility is the #1 responsibility of the Board Members.

New Business

Diane brought to everyone's attention the newspaper article from April 7th and March 1st about the Bookmobile.

Bonnie brought the E-Rate Reimbursement Funding Sheet. She credited Mark with the fact that we are close to the top, just after Philadelphia and Chester County. Mark explained that the left column states the undiscounted cost and the middle column is how much you are refunded. He explained that the way you get refunded is how hard you chase the money. The poverty rate is a key factor as well. If you look at York and Chester counties, Chester is a closer comparison. York's library is downtown where the poverty rate is

much higher. Mark stated that this takes about 1/10th of his time and that context is key. Mark said that high speed networking was the priority 3-4 years ago and they've made that happen.

Bonnie referred to the 2015-16 Library Services and Technology Act Grants sheet. She said that we are in the top 4 or 5 as far as amount of money counties received for LSTA grants. Our grant is for \$48,970 for STEM Innovation Project, specifically the Maker Toolbox. Bonnie shared that when she was at the DLC meeting, the System Administrator from Reading wanted to know more about our STEM program as one of their commissioners heard about it from our commissioners.

Diane showed an article from the Lititz Record Express article about the Manheim Community Library's receipt of \$470K donation. It will go toward a new facility. Melissa expressed her enthusiasm.

Diane also shared the "Did You Know?" sheet with the Board. It was a handout at the Author Luncheon. It contains 8 concise facts about Libraries in Lancaster County. It is an excellent resource to spread the word about all the positive things going on with our libraries. It is good to keep on hand so that you can easily tell others about what we do.

Bonnie shared information about the summer reading program. Renee and Mary Ann have worked to make this happen. She also shared some information about the Be Ready Rover program.

Diane shared an article about the Rock-a-thon that Zerby Retirement home did for the Bookmobile. Bonnie, Mary Ann and Merideth participated. It raised \$1600.

Bonnie gave each Board member copies of all the policies. Over the next couple of months the Board will review them and make sure they agree.

3-Point Summary to Directors' Council

Melissa Foltz stated that the Board of Directors chose four points this month.

- 1) Recommend that the System Board maintain the state allocation at the 2017 level to each member library until the state allocation amount to LSLC changes or Directors ask that the discussion be reopened by simple majority vote.
- 2) Yammer
- 3) Catalog Multiple ISBNs
- 4) Goodbye to Katrina Anderson of Manheim Township Library, retiring July 1

Andre appreciated the statement on funding. He wanted to know the time line. Bonnie said that once the Director's Council's minutes were approved then she will bring it to the System Board for approval. Diane stated that she and Bonnie were in that meeting and it was very cordial.

Dennis asked if there is anyone in Harrisburg to deliver the message to the federal government about the need to keep LSTA funding? Bonnie responded, yes, the Pennsylvania Library Association (PaLA) does so.

Andre asked if a letter from the board would be appropriate for Katrina. Bonnie said that all are invited to a farewell on June 23rd at 5:30. There will be a salad bar here and the first drink at the Greenfield Inn is on her and Diane. Andre said that Katrina should be acknowledged. Diane agreed that she goes way beyond and does a great job. Diane and Bonnie will write a letter from the System Board.

Bylaws Review

Diane stated that she and Bonnie have gone through the bylaws and would like to discuss them. According to the bylaws, they will be discussed tonight and 28 days later they can be approved.

Discussion began on page four concerning voting by proxy. Diane remembers doing it. Andre did not. Jeanne wanted clarification to determine if she would want it. Diane seemed to think we are a small enough board that it shouldn't matter. Dennis asked if people participate by phone. Diane answered yes. Christina asked if it was done in the past and if there was a standard procedure. Diane answered no there wasn't a standard procedure. Ken asked what potential problems would there be? Dennis gave positive affirmation that email or signed form should be ok. Voting by proxy is aloud if there is written consent. Jeanne added that in politics, there is a standard simple form, and that she would send one to Diane and Bonnie.

Ken asked about the line above that states "no written consent". Diane wasn't sure what it means and asked if we should remove it. Dennis asked if the Board meeting was advertised. Diane said yes. Dennis assumed it meant that you can't simply send in a note.

Diane said that under the Board of Directors on pages two and three it needs to be brought up to date with what we really do. On page three, they took out the bit about A, B, C because it no longer applies. The statement above was redundant and confusing. Diane referred to one year verses three years for term limits and breaks. She recommended one three year term, a second three year term, one year off and then you are eligible to serve again. Andre agreed.

Bonnie pointed out the terms for Officers on page five. She wanted to discuss one year to two consecutive terms or could it be more? Andre stated that it is the way we've done it – two years, off for one, then two years then off. Dennis said he wouldn't have a problem lengthening the term. Andre said that we could change the first line from one year to two years. He went on to say that the problem is having enough people so it is hard to hold on to people. Andre asked Dennis why we can't have more than seven board members? Dennis answered that it is in the state code. Melissa interjected that there is a line in the code that there can be up to 9 members for each area served. Bonnie responded that, yes, that was for libraries. Christina asked if

we were stating you shall serve two years and the board member is beginning in their third year? Diane said that we could change it to may.

Diane referred the board to the section under “transaction of business”. It is complicated. She referred to the accounting manual. There is a chart but a chart is not appropriate for the bylaws. Diane said that it is for Ken and Andre to decide accounting procedure. Diane asked for additional comments. There were none.

Diane said that in June the board members will all have a clean copy and then they will vote. Dennis referred to page six and asked if there was an accounting manual. Bonnie said yes and that next month it will be brought to the board for any possible revisions.

3-Point Summary to
Directors’
Council

The Board chose the following three points to include in the summary for reporting to the Directors’ Council:

- 1) The President’s Circle is a cordial group. Diane elaborated that they speak well of their Directors. It is an excellent exchange of ideas. They are not stealing from each other, rather they are encouraging and helping each other. They all love their library directors and they are proud of the libraries they are serving. It is an informal group that they are calling, “Cookies and Conversation”.
- 2) The Author’s Luncheon was a big success and the checks have been mailed.
- 3) Bylaws

Andre asked about the last line on the “Did You Know” sheet that states “Public Libraries are a good return on investment...For every \$1.00 invested in public libraries, \$5.50 is returned to PA taxpayers!” Bonnie replied one reason is that people will do business at stores around the library. Andre asked how we knew these facts. Bonnie said that a study was done by the State Library.

Diane asked if there was anything more. Bonnie informed the Board that CAS is caught up and that Mark and his team were on top of the recent attack and that we were protected. Diane asked about cyber insurance. It would be a cost. Would the board like someone to come in and explain it? Andre asked Mark what he thought. Mark related a past event where Target was breached. They were insured so that they were covered for damages and their customers effected could have free credit monitoring. The two most common cyber insurance policies are for liability and business continuity. Andre asked Dennis if the county has insurance. Dennis said no but they are looking into it. Andre asked if we could dovetail into what the County is doing. Dennis said that was a possibility. Andre asked if Dennis would inform those who are making the decision. Dennis agreed. Mark said that the County

has more liability, however, it would be a good idea to look into a possible partnership for cyber insurance.

Adjournment

Motion

It was moved by Andre that the meeting be adjourned at 7:38 PM and seconded by Ken. Motion carried unanimously.

Minutes and Financials are available at <http://tinyurl.com/LSLCBoardDocs>

Next Meeting: Wednesday, February 15, 2017 at the LSLC Office

Respectfully submitted,

Amanda Hatcher,
Recording Secretary