



Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 19, 2016

Attendance

Board Members:

Diane Tannehill, President; Russ Miller, Vice President; André Fouchet, Treasurer; Brandon Danz; Rich Frerichs; Ken Kohlmaier; Dennis Stuckey, Lancaster County Commissioner

Absent:

Christina Diehl, Secretary

System Staff:

Bonnie Young, Executive Director; Angie Lightfoot Roth, Chief Financial Officer; Stephanie Zimmerman, Training & Development/HR Coordinator; Mark Sandblade, Information Technology Manager; Smita Christian, Financial Assistant; Mary Benson, Early Literacy Outreach Specialist

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 6:30 PM on Wednesday, October 19, 2016, at the Library System office. A quorum was present.

Secretary's Report:

There was a discussion about approving minutes. Rich Frerichs stated that based on *Roberts Rules of Order*, the July, August and September minutes could be approved. There were no additions or corrections to the minutes. Ken Kohlmaier moved and Brandon Danz seconded the motion to approve the minutes for the July, August and September meetings. The minutes were approved.

Treasurer's Report:

Andre Fouchet asked Angie Lightfoot Roth to present the report. Angie explained that we are waiting on outstanding E-Rate funding. For now, the full amount is being paid to Comcast. We will be reimbursed once E-Rate comes through. Andre asked if switches have been purchased yet. Mark Sandblade replied, no, he's waiting for E-Rate to come through. The latest wave would be in November. Andre stated the end of year should be positive for the budget.

Andre Fouchet moved that we approve financial statements and Russ Miller seconded. They were approved.

President's Report:

Diane Tannehill requested the Board members attend the STEM Maker Pass event. Diane also requested all board members contribute to the Extraordinary Give. Funds will go to purchasing the new Bookmobile. Brandon Danz proposed asking for-profit bookmobile stops (i.e. nursing homes) to make a special contribution. Brandon will draft a letter and send it to Bonnie.

Executive Director's Report

Bonnie announced that Angie has given her resignation letter. Angie will be returning to the YWCA. Angie stated she was not looking to leave but was offered a great opportunity at the YWCA. Her last day may be November 11, 2016. Smita Christian, who has been the assistant to Angie and has a BS in Accounting from Millersville University, will be transitioning into an accountant position. Bonnie praised Angie for consolidating and streamlining past procedures. Angie feels now that things are caught up, two positions are no longer needed to get the job done.

Bonnie passed around the date of the Stem Maker Pass event and discussed the event. She also discussed Royer's Flowers Bouquets for Books program.

Bonnie asked Mark Sandblade to inform the board on the ILS Migration. Mark said that so far they are on target with deliverables. Two milestones have been hit on time. They did have three outages due to the migration process.

Bonnie presented the Staff Member of the Month = Mary Benson – in her 2nd year of a 3-year grant.

Mary explained her role as part of the 3-year SAIL grant with United Way. Mary showed the Visio video which explains SAIL and she passed out pictures of what she does. Mary explained that her role is to give home child care providers the same resources that those in regular daycares have access to. Mary is currently seeing 21 providers each month for one hour each and her goal is to reach 60 providers by the end of the 3rd year. Mary distributes a newsletter to daycare providers each month that covers the monthly lesson plans. She also creates a handout coinciding with the month's lesson, that the providers give to the parents of the children. Mary is getting lots of positive feedback from both the providers and the children.

Commissioner Stuckey asked what the definition of a home provider is. Mary responded that they need three children not related to them and they have to have a license to fall into the home provider category. Andre Fouchet asked if Mary has seen any tangible efforts that have made a difference to get a kid ready to go into Kindergarten. Mary said she has seen an improvement in the children's coordination (such as how to use a scissors or pencil) since she began visiting. Mary explained a survey was done at the beginning and a second one will soon go out that will show measurable changes.

Rich Frerichs asked what will happen at the end of the 3-year grant. Bonnie is hopeful the grant will continue. LSLC currently owns the van, as we paid \$1.00 for it from LutherCare, so we already have that part of it in place. Ken Kohlmaier asked if there are any plans to continue this if it's successful. Bonnie

would like to go for grants if needed. Andre asked if some numbers could be put together in the future to see if LSLC can continue the program.

As an aside after Mary's report, Diane Tannehill commented that she has been a volunteer for LSLC for 16 years and sees the staff at the highest morale ever. Kudos to Bonnie and the staff.

Director's Council Report:

Diane Tannehill reported in lieu of Heather Sharpe's absence. The Director's Council has returned to meeting every month due to amount of business to attend to.

3-point summary to Director's Council:

1. The work Mark Sandblade and IT department are doing.
2. Promoting Bouquet for Books.
3. Angie Lightfoot Roth's departure.

Public Comment: none

The Board adjourned to Executive Session at 7:28 PM.