



LIBRARY SYSTEM OF Lancaster County

Library System of Lancaster County
Minutes of the Board of Directors Meeting
February 18, 2017

Attendance:

Board Members: Diane Tannehill, President; Russell Miller, Vice President; Christina Diehl, Secretary; Brandon Danz; Rich Frerichs; Ken Kohlmaier; Dennis Stuckey, Lancaster County Commissioner.

Absent: André Fouchet, Treasurer

System Staff: Bonnie Young, Executive Director; Ed Miller, Special Services Manager; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Training and Development Coordinator; Brenda Emerich, CAS Manager; Smita Christian, Accounting Manager ; 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 6:31 PM on Wednesday, February 15, 2017, at the Library System office. A quorum was present.

Diane introduced Melissa Foltz. Melissa is the Director of the Manheim Community library. She is also very active in the Pennsylvania Library Association and in the leadership of the Star Library Initiative. Diane praised Melissa for her great ideas and we are happy to have her here.

Secretary's Report

Minutes

Approval

Christina Diehl, Secretary, referred to the minutes of the January 18, 2017, regular meeting as included in the Board mailing.

The minutes were approved as presented.

Treasurer's Report

Ken Kohlmaier referred to the 2016 Year End Financial report, as included in the Board mailing. He pointed out that the report is now complete and in its new approved format. He called attention to the budget variances and that we had a net income of \$12,558. This was met with approval all around. Diane likes the format. It is easier to understand. Ken gave credit to Smita, Bonnie and Angie Lightfoot Roth and thanked them for all their hard work.

The board meeting proceeded while copies of the budget were made and everyone had a minute to look over them.

Retirement
Compliance

Stephanie informed the board that the IRS Voluntary Correction Program is close to completion. She has been working with Markley Actuarial and TIAA to bring the period 1/1/2009 – 12/31/2016 into compliance. It is the same exact plan that we have been working with. Ken asked if prior employees have been contacted yet. Stephanie said that is next. Bonnie told everyone that she is grateful to Stephanie. All the money amounts and figures have been right on budget. Diane thanked Stephanie and praised her for doing this work while also helping with the Sierra Migration. Bonnie mentioned that Mark had written memo of appreciation for Stephanie and that all the Librarians were all very pleased with Mark and his team for the smoothest migration ever.

Motion

Ken Kolmaier made a motion for the Board Members to approve the ERISA 403(b) Existing Plan Amendment for the period 1/1/200- - 12/31/2016 for the benefit of the Library System's employees. Rich Seconded the motion. The Motion carried unanimously.

Motion

Discussion returned to the 2016 year end budget. Brandon remarked that he liked the organization. Diane also remarked that it is very clear and ties in well with the Strategic Plan. On motion by Ken, seconded by Christina the System Board voted to accept the report unanimously.

President's Report

President Tannehill apologized for the confusion in the emails regarding the Lancaster County Foundations and grants. Everything was cleared up. Diane thanked everyone who worked on the migration.

Mary Ann has gotten us more good publicity! In the Showcase publication, there have been four write-ups including the One Book One Community book, Rose Under Fire. Mary Ann is currently in Columbia doing a book discussion. OBOC encompasses four counties. Rose Under Fire might be controversial because some people were in Germany as children. The Community voted to have this book as the One Book selection. Rich asked where and when the author would put in an appearance. Diane said that Mary Ann would let us know. Rich commented that it is a fascinating book and the author is an interesting person. Diane told everyone that one event will be held at the Reading Airport because the author is a pilot. Diane also mentioned that the Annual Author Luncheon tickets have sold out. Bonnie mentioned that the Ann Frank exhibit at the Mount Joy library is a great program and it is very interesting. Brenda, Mary Ann and Bonnie were at the grand opening. Other publicity included the Ann Frank exhibit and an article on Bonnie helping to bring peace to Lancaster county libraries.

Executive Director's
Report

Bonnie reported that she went to meet with the county commissioners today and they signed the Memorandum of Understanding for fundraising for the Bookmobile. Yesterday she and Mary Ann went to Make717 with

Commissioner Lehman and showed the board a badge that had to be soldered. It is an example of the project created by children at library programs. Many libraries have been having STEM programs such as this one on how to solder.

Bonnie pointed out aspects of her report. She has been writing to foundations including the High Foundation. Bonnie has also contacted the Donald B. and DorothyL. Stabler Foundation but they had to postpone their board meeting until May because of bad weather.

Bonnie also reported that Zerby, on their own initiative, is holding a “Rock and Roll-athon”. The residents will rock in their rocking chairs and roll in their wheel chairs to raise money for the Bookmobile. Ed remarked that it is an assisted living facility and they know we’re raising money for a new Bookmobile and they are hopeful the service can continue. Most of the residents are not able to donate themselves. Mary Ann will help with publicity.

Bonnie referred to a handout with more businesses that have been contacted. She asked the board to follow up if they know any of them personally.

Staff Member
of the Month

Diane introduced Brenda Emerick, manager of the Cataloging and Acquisition Services department. Brenda explained that her department works very behind the scenes. At the most basic level, they are responsible for data base entry. This data base is the catalog. In cataloging, consistency is very important.

CAS orders materials. When libraries order materials, we catalog what they don’t. Sometimes when libraries order materials they have them sent to us and we process what needs to be processed. Our vendors will do some processing like putting mylar on the book covers and this is very cost efficient. DVDs and CDs are not processed by the vendor – those are done in house.

CAS will link the materials with the correct information in the catalog. Occasionally there will be derived originals like blue ray vs. DVD. It is important to be consistent so that the patrons can get specifically what they want. CAS will also catalog/link original materials. Libraries will sometimes put together their own kits. For example, Manheim Township put together garden packs in backpacks.

Brenda said that the better they do their job, the more accessible materials will be to our patrons.

CAS is responsible for data base maintenance. There is a lot of minutia that we fix. We also will gather statistics that the libraries request and use in

reporting to the State. Codes are important because of the state and municipality reports.

Brenda began cataloging in 1998. She started with the downtown library in 1986. Brenda is always seeking new ways to take advantage of the technology to get the most out of it. Sierra will eliminate some of that work.

Last year CAS handled over 50,000 items. CAS has two full time catalogers as well as Dawn who does both cataloging and receiving. There were over 80,000 new items across the county and 68% - 69% of it came through CAS.

Diane commented that, under Brenda, processing time has drastically reduced from six months to two weeks.

Directors Council
Report

Melissa Foltz, Directors' Council Liaison, gave the three points from the Director's Council February 3rd meeting.

1. Annual Meeting will be at Manheim Township, April 19 at 6 pm
2. Sierra Migration was smooth at all libraries, thanks to IT and CAS hard work – nothing but positive comments
3. IT will begin a new monthly meeting regarding Sierra. Time and date will be determined by a survey

3-Point Summary to
Directors'
Council

The Board chose the following two points to include in the summary for reporting to the Directors' Council:

- 1) More money has been raised for the Bookmobile. The commissioners signed the MOA.
- 2) 2016 budget ended and everyone was satisfied.

Public Comment

None.

Adjournment

Motion

It was moved by Russell that the meeting be adjourned at 7:07 PM. Motion carried unanimously.

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

Next Meeting: Wednesday, December 21, 2017 at the LSLC Office

Respectfully submitted,

Amanda Hatcher,
Recording Secretary