

Library System of Lancaster County  
Minutes of the Regular Board of Directors Meeting  
July 19, 2017

Attendance:

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

**System Staff:** Bonnie Young, Executive Director; Ed Miller, Special Services Manager; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Manager, Training and Development; Johanne Shutter, Financial Manager; Amanda Hatcher, Administrative Assistant.

**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 6:32 PM on Wednesday, July 19th, 2017, at the Library System office. A quorum was present.

**Secretary's Report** Christina Diehl, Secretary, referred to the minutes of the June 21, 2017 regular meeting as included in the Board mailing. There were no questions.

**Minutes**

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

**Treasurer's Report**

Ken Kohlmaier, Treasurer, referred to the July 2017 financial report, as included in the Board mailing. Ken reported that the numbers are looking good. Variances can be misleading. The budget says the same. We are right where we are supposed to be. Andre reinforced these facts.

**Motion** Ken moved and Andre seconded to approve the financial report. The financial report was approved as presented.

Johanne gave a brief explanation on the improved format of the financial report. She has added "Sponsorships" to Other Donations. Instead of only indicating the Luthercare grant, she has included the Maker Grant as well as the Catholic Health Initiatives Grant.

Andre commented that we have been living off of County and State funding. Now we include other funding. He would like Johanna to look at the percentage we have gained from other funding. Also, the history of those funds - perhaps back about three years. He would like to know the increase of outside funding. Bonnie commented that in order to keep the same services when you are flat funded, we have to add a little extra when we can. Andre applauds the fundraising that has been done. The commissioners have asked us to look for other revenues. Andre would like to see the state percentage, the county percentage and the percentage of everything else. Dennis remarked that he is flat funded too and he's doing reassessments.

Pres. Report

Diane informed the board that she and Bonnie had been to the Pennsylvania Fiscal and Demographic Outlook. Flat funding is the future. Diane encouraged everyone to look at their handouts. We have to up our game in looking for other funds. Rich commented that we should be grateful we have flat funding when so many others are going in the hole.

Diane also remarked that she and Bonnie have had one meeting with the managers on reviewing the strategic plan and have more to come.

Bookmobile Tour

Ed gave a little background before taking everyone outside. He said that we get money from the county to deliver library services. We have an obligation to serve the entire county. A significant population can't get to a library. The Bookmobile fills a need for people who need a library. Bonnie told the board that we spend so much time discussing the Bookmobile that we wanted you to see it. Everyone adjourned outside to the Bookmobile.

Upon their return Ed asked if anyone had any questions. Dennis asked what model year is the Bookmobile. Ed said 2000. Diane asked how many bookmobiles have there been. Ed said at least five, maybe six.

Ex. Dir. Report

Bonnie said that she hoped everyone enjoyed their tour. She referred to the EITC document. She told the board members that they can give that document to any business. Ken has used it as a complete tax credit – which is better than a deduction. Applications must be made by July 3<sup>rd</sup> so any donation applications would be for next year.

Bonnie also commented that she is getting braver about asking for donations. She told the board about how she asked her dentist as well as the System lawyer with good results.

Andre asked if we could go through a timeline from today until we get the new bookmobile. Ed replied that at this point we are waiting for components that are on order. They will begin building/construction in September or October. The chassis has been delivered. They told us it would be a nine-month process. Ed is not sure when the process begins. Jeanne asked where the vehicle is being manufactured. Ed said that MSV Specialty Vehicles in North Carolina is building it. They build bloodmobiles, police command post, etc. Andre said so we can expect possession in March/April. Ed confirmed that's when we make our down payment and monthly payments begin. Ed was asked if we have put any money down yet and he said no. Andre commented that we are leasing it from Enterprise so they've probably put money down. Ed told the board that Bonnie and Meredith have picked out the color scheme, fabrics, etc. We still have to make final decisions on graphics. Once it is in production, they will want someone to come and see it. Bonnie told the board that we have the money for the down payment and the first month's rent. Bonnie also said that she has asked for a picture a week

once they begin production and they have agreed. We will be able to put the picture on social media. Dennis asked Ed if it is a Ford and Ed said yes.

Diane said that the Extraordinary Give will be November 17. This year they are requiring videos. Diane said that would be a good time for all the Board members to donate. She also commented that the Community Foundation has a really good video with music. Bonnie said that we will do ours on the cheap!

Director's Council Report There wasn't a Directors Council meeting this month so there is nothing to report.

Bylaws Discussion Diane said that according to Robert's Rules of Order, PANO and Board Source.org it was recommended that nonprofits do not have proxy votes. Andre said that all the changes in the bylaws are pretty straightforward. Brandon confirmed that we are reinstating the original language on the proxy vote. Diane said yes and also that some of Rich's suggestions were made.

**Motion** Ken made a motion to approve the Bylaws and Christina seconded. The motion passed.

Bonnie informed the board that Amanda will send a cleaned up version of the bylaws via email in the next couple of days.

2-Point Summary to Directors' Council The Board chose the following two points to include in the summary for reporting to the Directors' Council:  
1) Passed Bylaws  
2) Bookmobile tour

Public Comment none

Adjournment Jeanne moved that the meeting be adjourned at 7:08 pm. Christine seconded. Motion carried.

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

Next Meeting: Wednesday, August 16, 2017, 6:30 PM

Respectfully submitted,

Amanda Hatcher,  
Recording Secretary