

Library System of Lancaster County
Minutes of the Regular Board of Directors Meeting
June 21, 2017

Attendance:

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

System Staff: Bonnie Young, Executive Director; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Manager, Training and Development; Brenda Emerich, Manager, Catalog and Acquisition Services; Johanne Shutter, Financial Manager; Amanda Hatcher, Administrative Assistant.

Guests: Lisa Greybill, Director, Columbia Library; Jeanette Shirk, Board President, Columbia Library; 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 6:32 PM on Wednesday, June 21st, 2017, at the Library System office. A quorum was present.

Secretary's Report Christina Diehl, Secretary, referred to the minutes of the May 24, 2017 regular meeting as included in the Board mailing. There were no questions.

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

Treasurer's Report Bonnie introduced Johanne Shutter, our new Financial Manager. Johanna has a Bachelor's of Arts degree in Economics with a concentration in Accounting from Millersville University. Her last position for the past twelve years has been as Senior Accountant/Assistant Director of Accounting for Millersville University. Johanna said that she was excited to be here. Everyone around the room introduced themselves.

In the absence of Ken and Andre, Bonnie referred to the June 2017 financial report, as included in the Board mailing. Most cases are on target. We have a bit more income. Expenses are about the same. It looks like we have more income because we get our money from the state at the beginning of the year.

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

Pres. report

Diane reminded the Board that Andre had requested a letter from the Board for Katrina Anderson's farewell (Director of Manheim Township Library). Diane told the Board that Mary Ann Heltshe-Steinhauer has written a letter and it will be read at Katrina's farewell party.

Diane and Bonnie are reviewing the Strategic Plan and many discussions are planned for the months ahead.

Diane complemented the Managers. The monthly reports cover so much territory. It is amazing the amount of work that is done. Bonnie was in total agreement.

Ex. Dir. Report

Bonnie referred to her report and wanted to emphasize two things. 1). The salad bar party for Katrina is this Friday night at 5:30 and all are invited! 2). She has found an opportunity to make extra money for the System. We can apply to be a fiscal agent for the state. Tomorrow, Bonnie and Johanne will attend a webinar to learn more about it. Johanne has had some experience in this area. We would hold money for the state. In essence, pay out funds for them. For example, if we apply for \$300,000, we would receive 10% = \$30,000. We may have a good chance of being selected because Renee has a relationship with Susan Pannebaker. It is an opportunity to make a little extra money for the system.

Building
Campaign
Presentation by
Columbia Library

Diane introduced Lisa Greybill, Director, Columbia Library and Jeanette Shirk, Board President of Columbia Library. Lisa informed the Board that they have finally decided to expand and renovate their library. They are kicking off their capital campaign very soon.

They have a great need for expansion. Over the past two days, they have had over two hundred participants in their Summer Reading programs. Lisa informed the board that she has both a bachelor's and a master's degree in education so she is passionate about summer reading.

Lisa gave a very detailed power point presentation about all the programs and services that occur at the Columbia Library over the course of a year. They are a central and vital part of their community. They collaborate with the local schools, police department, and fire department. Lisa showed many, many pictures that featured library patrons interacting with community leaders, first responders and volunteers. Featured in the slide show were K9 officers, Spencer the reading therapy dog and a reading therapy cat. Lisa told the board about the many events that happen monthly at her library including

family fun night and the crochet club. There are yearly events as well including food for fines (every donation of food equals \$1 off for Columbia fines), sweets for the mind on Halloween (they give out books instead of candy), national night out, Read across America aka Dr. Seuss' birthday and their many, many holiday activities. Lisa shared about their partnership with the historical society, tutoring services and job fairs. Some of their physical amenities include 10 public access computers and free Wi-Fi.

Columbia library opened in 1960. Lisa showed the architect's rendering of proposed plans superimposed over the current structure.

Lisa thanked Brandon and Mark and everyone who has been involved in kicking off their capital campaign.

Bonnie expressed her praise for all that Lisa has accomplished and for all her programs. Lisa said that all of this is accomplished with four part time paid employees, and herself. It will cost 2.1 million. They have raised 1.1 million with 1 million to go. The campaign will begin in about two weeks and they expect it to last about three years.

Diane commented on the charm of the current library and Lisa stated that they won't lose any of their charm.

Melissa asked how many regular volunteers they have and Lisa responded 15.

Jeanne who was on the Lititz Library board when they were in an old house so she encouraged Lisa that it can be done!

Lisa thanked everyone for their time.

Discussion of
Funding
Formula

Bonnie read the following from her report: At the May Directors Council Meeting a recommendation was made 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."

Andre and Ken stated in an email that they would both vote yes to approving the directors suggestion. Maintaining the funding at the same level enables the libraries to plan. Rich was concerned that the money would decrease. Brandon asked which libraries weren't there. Bonnie said that Ephrata and Moores were not in attendance but they were at the June meeting when the minutes were approved with no discussion.

MOTION

Rich made a motion to approve the funding formula and Christina seconded. The motion passed.

Bylaws Discussion

Diane began the discussion by stating that we would be tabling the Financial Manual for this month.

Last month we discussed proxy votes. We decided proxy voting would be ok for us. We are small and our number of members is set by the state. Jeanne has provided a proxy form for us.

Brandon questioned the procedure. Diane stated that we re-worded the language last time. The last piece was to include the form. Brandon asked for clarification. Diane said that we didn't finish the discussion last month. Jeanne said that we changed the wording to "if required". This would be a generic proxy. Bonnie read from the bylaws as edited last month: "Each Director shall be entitled to one vote at any meeting of the Board. Voting by proxy may be by written consent, if required."

Rich asked if the proxy would count toward quorum? Brandon asserted that each Board member should only carry one proxy. What if one Board member has five votes? Rich said that without limitations, two people coming in with proxies could make a quorum.

Diane said that we usually know who is coming and that the proxies would have to be in writing.

Brandon said the proxy would have to have the signature of the absentee, the signature of the present member and dated before the meeting. Christina reminded everyone that Andre had said that email would suffice.

Rich asked if we have electronic presence. Brandon asked if it is in the bylaws. Rich said that it should be in the bylaws if that is something we are going to do.

Brandon asked if the proxy would be applied to committee meetings or just the membership meeting. Christina asked if we vote in committee? Brandon said that perhaps the financial committee did.

Diane found conference calls in the bylaws. "Under circumstances where a Board member is unable to attend, he or she may participate through a conference call, which shall constitute attendance for purposes of establishing a quorum."

Diane said we could change the section under voting to read each person may only have one proxy.

Jeanne said that in politics, email isn't good enough. You must have a signature.

Bonnie stated that maybe we shouldn't have proxies at all.

Brandon said that as long as we dot all our "i"s and cross all our "t"s, it should be fine. We've had to cancel meetings before because we didn't have a quorum. He also stated that we wouldn't be required to do a proxy.

Rich asked if the proxy would be for the whole meeting or just each issue. Jeanne said that in politics that the proxy covers every issue in the meeting. That is why the "if required" was added.

Rich said that he would have no problem with proxies if they would help with quorums and cancelled meetings. Christina asked if we change anything at this meeting will we have to wait until another meeting to vote on it?

Diane read the revision again: "Each Director shall be entitled to one vote at any meeting of the Board. Voting by proxy may be by written consent, if required." Bonnie agreed that it could be interpreted in two ways.

Brandon commented that we need to think about how future boards will interpret it.

Bonnie realized how discussion about a topic can change your mind. Diane asked the Board what they would like to do. Jeanne said that we need to work on the wording. In politics you carry one proxy. Brandon said that in another organization that he is a part of, you can carry two. Jeanne asked if we would like to limit it to one? Diane said definitely only one proxy per board member.

Brandon suggested that we look at other Lancaster County organization boards and see what their proxy policy is.

Rich asked who the proxy would be submitted to, the president? The recording secretary? The Board secretary? Brandon said the Board secretary.

Rich said that whoever carries the proxy would agree with it. Diane asked Rich what he does on the literacy council? The Literacy Council does not do proxies. Brandon said that the convention center board also doesn't do proxies. Jeanne said that politics is different. Christina reminded the board that Dennis thought an email should suffice.

Bonnie said that it is ok if we don't approve the bylaws today. We have plenty of time to discuss next month.

Christina said that the city republicans have ten members and they use proxies all the time.

The bylaws were tabled for future discussion

Thanks to Jeanne for her input on the topic.

3-Point Summary
from the
Directors'
Council

3 Points for System Board:

- 1) Following up on member library concerns about the increase in drug overdose incidents and general security in our libraries, Stephanie is forming a committee to arrange training for staff to learn how to deal with these issues.
- 2) Directors believe it would be worthwhile to invite Deputy Secretary of Education and Commissioner of Libraries Glenn Miller to an expanded Presidents' Circle meeting to speak about threats to LSTA and E-Rate funding. All member library Board members and Directors would be invited to attend.
- 3) Directors expressed their appreciation of the efforts made by the Council of Friends in planning and executing their recent author luncheon, including the impressive donations they were able to make to each library and the bookmobile.

Brandon commented that the DA's office may be able to assist with the LGH opioid problem. They may have resources available. Bonnie said that Glenn Miller has been scheduled for September 12th.

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) Funding formula
- 2) Glenn Miller will come September 12
- 3) Beginning the review of the Strategic Plan

Brandon asked if we have to vote on Columbia. Bonnie said that in the past we did but we don't now. Mark Sandblade asked to make a public comment. He said that if Columbia's expansion increased the System's footprint (like a new library in a new location) and/or our cost, we would have to approve it. As things stand, IT will be purchasing one new computer for Columbia.

Rich commented about all the funds we are competing over. Funds for the Bookmobile, for new projects at Lancaster Public Library and for Manheim Community's new projects. Diane said that theoretically,

they only fundraise in their own area. Brandon said that is why the System goes for state wide organizations. Bonnie said that right now, we are applying to foundations. Other funding is coming from the Bookmobile patrons as well as some businesses that cover the whole county. Rich suggested approaching state representatives about money that is outside the budget. They all have pockets of money that go unused that we can apply for. Jeanne said she would ask some legislators she knows. Bonnie emphasized that we will welcome all help. Brandon suggested waiting until the current budget has passed.

Adjournment It was moved by Brandon that the meeting be adjourned at 7:55 PM
Motion and seconded by Christina. Motion carried unanimously.

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

Next Meeting: Wednesday, July 19, 2017, 6:30 PM

Respectfully submitted,

Amanda Hatcher,
Recording Secretary