



Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 21, 2016
APPROVED

Attendance:

Board Members: Diane Tannehill, President; Christina Diehl, Secretary; Brandon Danz; Ken Kohlmaier

Absent: Russ Miller, Vice President; André Fouchet, Treasurer; Rich Frerichs; Dennis Stuckey, Lancaster County Commissioner

System Staff:

Bonnie Young, Executive Director; Jennifer McMorris, Administrative Assistant; Angie Lightfoot Roth, Chief Financial Officer; Stephanie Zimmerman, Training & Development/HR Coordinator; Ed Miller, Special Services Manager; Mark Sandblade, Information Technology Manager; Mary Ann Heltshe-Steinhauer, PR/Community Relations Manager

Guests:

John Murr, Sager Swisher & Company, LLC; Kathy Thren, Director, Adamstown Area Library; Jane Webber, Adamstown Area Library Board President; Heather Sharpe, Executive Director, Lancaster Public Library; Deb Drury, Executive Director, Elizabethtown Public Library; Aimee Nelson, Elizabethtown Public Library; Kristin Fernetz, Director, Strasburg-Heisler 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 6:30 PM on Wednesday, July 20, 2016, at the Library System office. A quorum was present

Secretary's Report

Minutes: Neither July 2016 nor August 2016 minutes could be approved due to a quorum of either meeting was present.

Auditor's Report: John Murr of Sager Swisher & Company, LLC, presented the audit that ended on December 31, 2015. He gave a thorough description of the document. He also noted that an IRS 990 has been completed and sent to Angie for the board to review. Ken thanked John for his time and efforts. There were no questions.

Motion:

On motion by Ken Kohlmaier and seconded by Christina Diehl, the System board directed to accept the findings of the audit that ended December 31, 2015. The motion carried unanimously.

Finance Committee/Bookmobile Recommendation: Ken Kohlmaier recommended the lease agreement proposed by the County for a new bookmobile.

Motion:



On motion by Ken Kohlmaier, and seconded by Diane Tannehill, the Library System Board moved to accept the lease proposal to obtain a new bookmobile. Motion carried unanimously.

President's Report: President Tannehill reported on the following: 1) She thanked Jennifer McMorris, Administrative Assistant for her nearly 13 years of work and support. 2) She referenced the Community Amenities page of "Lancaster County: A Changing Place" that shows the increasing demand for library services 3) She spoke of the flowcharts that were requested by Commissioner Stuckey and created by the Library System managers and other staff, detailing what each department does and how they perform the work. She gave special thanks to Mark Sandblade and the IT team for taking on the task of making sure each chart was correct and presented properly. 4) A meeting regarding service areas was held on September 19. System Board members listened to the concerns of the Ephrata Public Library regarding service areas. All parties agreed that here is a problem but that a solution that cannot be implemented overnight. Since the Adamstown Area Library is building a new building shortly, demographics and usage will be shifting again after their new facility is completed. Christine added that the new recommended formula rewards libraries for serving outside their service area. It was decided to put the question of looking at service areas on hold for two years. There were no questions.

Executive Director's Report:

In addition to her written report included in the Board mailing, Bonnie Young reported on the following: 1) The STEM Maker Pass grant kickoff will be held October 21 at 4pm. A save-the-date will go out before the end of this week. 2) She asked Mark to update everyone on the ILS update. He noted the kickoff w/Innovative took place on August 31 and they have implemented an aggressive timeline. The first milestone they will take place the morning of September 28 and will bring a much needed update of the Millennium catalog. Four more milestones will happen before the project is completed. The target for completion is the end of this year. Six months of work will be compressed into two months.

Adamstown Area Library's "Room to Grow" Campaign:

Jane Webber, Board President and Campaign Chair of the Adamstown Area Library, gave a presentation about their plans for a new building. First she gave a brief history of the library. The plan is to move into the old VFW building. The new facility will be larger, with 2 meeting spaces, a total of 3 wheelchair accessible bathrooms, a tranquility garden for picnics or outdoor reading and a children's area w/space for strollers. They purchased the new building at the end of April; the VFW loaned them \$100,000 to go toward the purchase of the building. The total capital campaign is \$1.5 million with a time-frame of three years. The Friends group gifted the first \$100,000 and recently donated the funds to complete the Tranquility Garden for a grand total of \$150,000. The library will be hosting fundraising events throughout October and restaurant-week-style fundraiser in November where a portion of the proceeds will go toward the campaign.

Motion:

On motion by Christina Diehl, and seconded by Ken Kohlmaier, the Library System Board moved to accept the Adamstown Area Library move and expansion project. Motion carried unanimously.

Tutor.Com Homework Help for Students:

Stephanie Zimmerman gave a brief demonstration of a few of Tutor.com's features. Paid for by the System, Tutor.com is a service that can be accessed by students to help with them with their homework.



Professional teachers, who may be located in any area of the country, go online to help the students in real time. Students can upload an essay or resume and get immediate feedback from the tutor, and quizzes and other features are available as well. Board members and guests asked questions and were impressed with this service to help students with their homework.

Directors Council Report: Heather Sharpe, Directors' Council Liaison, referred to the minutes of the July 2016 Directors' Council meeting and the Talking Points to the System Board from the July meeting, both included in the Board mailing:

1. Mark provided an overview of sierra update
2. Mark shared computer hardware options and what to do for
3. Funding formula discussion continues

4-Point Summary to Directors' Council: The Board chose the following three points to include in the summary for reporting to the Directors' Council:

- 1) Auditor report was accepted.
- 2) Bookmobile recommendation was approved.
- 3) Adamstown Area Library expansion was approved.
- 4) Tutor.com demo by Stephanie.

Public Comment: Diane Tannehill thanked all the presenters. There were no public comments.

Adjournment – Motion: It was moved by Brandon Danz and Seconded by Ken Kohlmaier, that the meeting be adjourned at 7:41 PM. Motion carried unanimously.

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

Next Meeting: Wednesday, November 17, 2016

Respectfully submitted,

Jennifer McMorris
Recording Secretary



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OF Lancaster County