

Library System of Lancaster County
Minutes of the Board of Directors Meeting
January 20th, 2016

Attendance:

Board Members: Brandon Danz, President; André Fouchet, Treasurer; Christina Diehl; Russell Miller, Secretary; Dennis Stuckey, Lancaster County Commissioner, Terry Kauffman; Rich Frerichs. Absent: Diane Tannehill, Vice President.

System Staff: Bonnie Young, Interim Executive Director; Stephanie Zimmerman, Training and Development Coordinator; Mary Ann Heltshe-Steinhauer, PR/Community Relations Manager; Mark Sandblade, Information Technology Manager; Angie Lightfoot, Chief Financial Officer.

Guests: Katrina Anderson, Director, Manheim Township Library; Deb Drury, Director, Elizabethtown Public Library; John Murr, Auditor for LSLC.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Danz at 6:32 PM on Wednesday, January 20th, 2015, at the LSLC offices. A quorum was present.

Public Comment None.

New Business President Brandon Danz introduced Auditor John Murr for LSLC. John outlined the audit report for 2014, noting any significant difference from the previous year.

André Fouchet thanked John for being such a great asset during LSLC's change of financial leadership. André also noted that this report is usually finished approximately by August, but due to the circumstances with Jim Showalter, this was not possible.

Brandon thanked André for stepping up to help with these financial issues.

Motion André Fouchet moved, Christina Diehl seconded, to accept the 2014 Audit Report as presented. The motion carried unanimously.

Treasurer's Report

André Fouchet, Treasurer, reported that there is a significant surplus of \$138,000 in the budget as of November 2015. He noted that December was a heavy spending months, making the actual surplus closer to \$100,000. This surplus is due to unfilled positions and the salaries/benefits therein. Thanks to Angie Lightfoot for all her help in getting the accounts square and helping to complete this report.

Approval

André Fouchet moved, Christina Diehl seconded, to accept the as of November 2015 Treasurer's Report as presented. The motion carried unanimously.

President's Report

President Danz reported on the following:

Welcome to Commissioner Dennis Stuckey and the new members of the board. Andrea McCue will no longer be joining the LSLC Board as she got a city manager position in Florida. There will be a drop in reception for her departure Wednesday, the 27th, from 11-2 on the 7th floor of 150 N. Queen Street. The county is receiving applications for her vacant position.

After a brief introduction, President Danz welcomed Rich Frerichs as the newest member of the LSLC Board. Rich has a long, studied history as a Board member for many organizations and is very happy to be joining ours.

President Danz also introduced Angie Lightfoot as the new CFO for LSLC. She worked for the last 10 years for the YWCA and is looking forward to finishing "emergency mode" and putting her considerable experience toward helping creating sustainable operations.

There will be an Executive Session following this meeting. There was a previous Executive Session between the last Board meeting and this one.

Interim Executive
Director's Report

Bonnie Young referred to her report included in the Board mailing.

She interviewed the staff over the last couple of weeks and is very impressed with their passion for their jobs and for the betterment of libraries. Bonnie has also visited about 2/3 of the member libraries to talk about what they need from LSLC and what they would like to see happen. Her main goal at this time is to establish peace and trust between the System and the member libraries.

There were no questions.

Directors' Council
Report

In addition to the approved Directors' Council minutes for December included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Katrina Anderson, Directors' Council Liaison, briefly outlined the three points from the Directors' Council meeting: Welcome to Josh Parsons, Lancaster County's newest County Commissioner to the DC meeting, welcome to Angie Lightfoot as Chief Financial Officer for LSLC, and welcome to Bonnie Young, Interim Executive Director for LSLC. Katrina stated that they were very glad to have Bonnie on board and were looking forward to working with her moving forward.

There were no questions.

Secretary's
Report

Russell Miller, Secretary, referred to the minutes of the December 2015 meeting as included in the Board mailing. There were no questions.

Approval

On motion by Russell Miller, seconded by André Fouchet, the minutes were approved as presented. There was not a quorum present from the November meeting; these minutes will be set to be approved at the February meeting.

Finance

André Fouchet, Treasurer, reported that the finance committee has met. They discussed the budget which is included in the Board packet. Many thanks to Angie and the staff of LSLC for all of their outstanding help in getting the budget together. Andie did allocate a number of smaller items to the Administration budget line for streamlining of processes. These smaller items will be allocated back out to their individual departments in quarterly financial statements.

Personnel

Terry Kaufman clarified that on December 30th at 8am, an executive session of the board met to appoint Bonnie Young as Interim Executive director.

Motion

On motion by Terry Kaufman, seconded by André Fouchet, it was moved to appoint Bonnie Young as interim Executive Director of LSLC. The motion passed unanimously.

Strategic Plan

In the absence of Diane Tannehill, Brandon reported that the next quarterly report for the plan, given by Bonnie, will be at the April meeting.

Old Business A letter has been sent to the Office of Commonwealth Libraries regarding the reallocation of service areas. The Board has not heard back from their offices yet, though they have recently checked-in to make sure that it is being considered. The Board will update as they find out more. Bonnie Young stated that she recently spoke with Glenn Miller, State Librarian, and she believes it will be a while before we hear anything back. Brandon confirmed that they will periodically check-in.

New Business

2016 Budget Motion It was moved by André Fouchet, seconded by Russ Miller, that the 2016 Budget be passed as presented. The motion carried unanimously.

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) Passing of the 2016 LSLC Budget.
2) Welcome to newest Board Member, Rich Frerichs.
3) Update on service areas.

Public Comment Deb Drury advised LSLC to be careful in putting large amounts of the budget into the Admin budget line, as it can turn off funders who see less money going to programming. Angie confirmed that these funds will be allocated back out on a quarterly basis.

Deb Drury also mentioned that Elizabethtown is not in favor of the reallocating of service areas. They think it is important to look at this issue as a whole and find ways to stop segregating e-content.

President Danz announced that he would be forming a committee to look at the options for LSLC in their possible departure from their lease at Greenfield. In the past, this committees have included at least one Library Director, so if any are interested, let him know.

Adjournment

Motion It was moved by the Board that the meeting be adjourned at 7:18 PM. Motion carried unanimously.

Executive Session The executive session following the meeting over contracting matters and personnel adjourned at 7:36pm.

Next Meeting The next regular meeting is scheduled for Wednesday, February 17th, 2016, 6:30 PM. at the LSLC offices.

Respectfully submitted,

Meredith Hendrix
Recording Secretary