



Library System of Lancaster County
Minutes of the Board of Directors Meeting
November 16, 2016

Attendance:

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

System Staff: Bonnie Young, Executive Director; Stephanie Zimmerman, Training and Development Coordinator; Ed Miller, Special Services Manager; Brenda Emerich, CAS Manager; Smita Christian, Interim Accounting Manager; Amanda Hatcher, Admin Assistant.

Guests: Heather Sharpe, Director, Lancaster Public Library; Kristin Ferntiz, 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 Diane Tannehill at 6:33 PM on Wednesday, November 16, 2016, at the Library System office. A quorum was present.

Secretary's Report
Minutes

Christina Diehl, Secretary, referred to the regular meeting minutes of October 19, 2016, as included in the Board mailing.

Approval

The minutes were approved as presented.

Treasurer's Report

Andre Fouchet, Treasurer, referred to the October 2016 financial report, as included in the Board mailing.

Andre reported that there is a favorable budget variance. It was \$32,000, now down to \$12,000. It will continue to go down with continuing expenses. It should continue to be a favorable balance. We are still waiting for E-Rate to begin.

Motion

On motion by Christina Diehl, seconded by Ken Kohlmaier, the System Board directed that the October 2016 Financial Report be filed for audit.

Motion carried unanimously.

As a follow on, Andre reported on the finance meeting that took place last week. He commended Bonnie Young and the Staff. The budget for next year is not yet complete. They will meet again in December before the Board

meeting. They intend to present it at the December meeting, January at the latest.

Andre also said that he has not been pleased with the financial statement presentation for the board. It has been accounting code oriented. The new format will be more board friendly. The numbers will be the same but it will be broken down by departments. The current presentation will remain the same through the end of the year for auditing purposes. This was met favorably.

Ken Kohlmaier turned attention to Stephanie Zimmerman. She reported on retirement plan corrections for part time employees. We have been out of compliance since 2009. She has been working with TIAA, then our lawyer and finally with Markley Actuarial, a consulting firm. A board resolution was needed to approve the revised retirement plan because we are an ERISA 403(b) plan. It is a voluntary program that will match the first 5%. We need the resolution to be in compliance. Diane asked if we would owe money back to 2009? Stephanie responded possibly. Rich asked the definition of part time. Stephanie responded those who work approximately 20 hours/week. Diane commented that Stephanie has done a ton of work on this and has become very knowledgeable. Ken agreed. Andre commented that the past due amounts will have to be a 2016 expense. Ken asked how long until we know final numbers. Stephanie responded with approximately two weeks.

Motion

Ken Kohlmaier motioned to approve the resolution needed by TIAA. Christina Diehl seconded.

Russell requested more information. Stephanie said that Markley Actuarial will come and do a presentation.

Diane called for a vote. The motion carried.

President's Report

President Diane Tannehill reported on the following:

Brandon and Ed have crafted a letter about the Bookmobile to institutions that the Bookmobile visits. The letters have gone to retirement communities in the Manheim Township service areas.

Extraordinary Give is November 18. Go online at midnight and give! More money is given to those who have large contributions early. Diane encouraged everyone to give to the Bookmobile as well as their local library. The application process to be a part of the Extraordinary Give was a difficult one but all the libraries did it.

We have received a lot of good press lately. The STEM launch with Make717 was a great event. Bonnie commented that Dennis Stuckey was there as well as many other VIPs. There was also a newspaper article as well as good publicity in the Showcase Now Magazine. Mary Ann Heltshe-Steinhauer did a nice write up.

Executive
Director's
Report

In addition to her written report included in the Board mailing, Bonnie Young reported on the following: She is busy soliciting donations for the Bookmobile and for book money for libraries. We've been successful in small donations for the Bookmobile. Andre asked for clarification about the Steinman Foundation in Bonnie's report. She replied that we are waiting for the Steinman Foundation's board to make decisions before we can pursue our request further. Andre then asked if we have tried to use the EITC Credit referred to in her report for the Bookmobile. Bonnie said businesses have been told about our approval for EITC credits. Bonnie responded that sometimes she has to be careful about fundraising – doing all she can while staying within her guidelines. Libraries individually have to go to EITC. Russell advocated that we should be a conduit for funding. Rich asked if there is a possibility for outside advertising on the Bookmobile. Bonnie responded, yes! Rich then asked if we could go to a car dealer. Diane responded that some libraries do go to car dealers. Bonnie has spoken with Heather Sharpe and Ed Miller. We received mailing labels for the surrounding businesses to ask for donations for the Bookmobile. Ed, Diane and Bonnie talked to Heather about requesting donations for the Bookmobile this year and Lancaster Library next year. Rich asked if there was a follow-up plan for those letters and Bonnie responded that she has a database set up to ensure follow-up. Diane commented that she is heartened with the small donations that we have received from the Bookmobile patrons, as it shows how much people value their Bookmobile service.

Referring to Bonnie's report, Rich commented that Area 1 Senator Smucker will no longer be in office. Rich suggested contacting incoming Senator Scott Martin and offer a tour of the Bookmobile. Andre commented that Scott Martin has been involved since he was a commissioner. Bonnie said she would write the letter.

Staff Member
of the Month

Ed Miller gave a slide presentation on the Bookmobile introducing the new logo. Since 2000 the Library System has managed the Bookmobile. Currently, the Bookmobile makes 50 stops each month down from 90 stops when the staff was reduced. 800,000 items are circulated including adult books, children's books, nonfiction, DVDs and audiobooks as well as requested materials from member libraries. Low and moderate income neighborhoods, family literacy, GED and ESL programs are served. Senior citizens have to make a considerable effort to come (many are 90+ years old).

The Bookmobile is equipped with a chairlift as the steps are not easy. Sometimes the older patrons just want the staff to pick something for them. Many people with mobility issues make the effort to come. The Bookmobile goes to senior living and senior day programs. 700 children per month enjoy the Bookmobile. On some days as many as 10 classes of children will participate in story and literacy programs. Mostly they are in headstart programs and in cooperation with Lancaster Public Library. (LPL and the Bookmobile did a joint outreach at a farmer's market.) The Bookmobile started visiting Amish schools ten years ago after the Nickle Mines incident. It was requested to come so the children could positively interact with outsiders. The Bookmobile visits 32 different Amish schools. Ed showed a map of rural stops scattered around the county; most are distant from libraries. The Bookmobile serves people with disabilities including those with intellectual challenges. People interact with books on all different levels.

The Bookmobile of the future will be adaptable and accessible. The collection will be set up on carts so that they can easily move materials. It will have an awning which will be useful at fairs. Still a traditional bookmobile, but also capable of moving the materials off. For children, this will be less of a disruption and provide a better educational setting. Different carts can have special uses, i.e. a puppet show cart, a STEM cart, a special collection cart. The Bookmobile will be agile – able to meet the needs of many different groups.

Ed gave a plug for the Extraordinary Give and asked everyone to follow on FaceBook and share with their friends. Andre asked if the Bookmobile has their own collection. Ed said yes – mostly popular best sellers, Christian fiction, biographies and children's books. Andre asked how long are most stops? Ed said that Headstart could be all day but most stops were one or two hours once a month. Rich asked if the Bookmobile was in use five days a week? Ed replied, no. Rich then asked if a library could use it? Ed responded that yes, they could but it would take a certain level of comfort to do so but that is what we are envisioning for the new Bookmobile. Bonnie commented that the insurance would cover the libraries using the Bookmobile. Ken asked if we are looking to expand the stops. Ed referred to his handout with the list of stops. Ken asked if seniors were the largest group of patrons. Ed replies that yes, but more children's books get checked out. Andre, Ed, Heather and Kristin had a discussion about cart specifics and their usage as well as their availability. Rich asked the target date. Ed hopes for next summer, before the start of the 2017 school year. It will take six to nine months from when the order is placed. Andre commented that the problem is the fit out. Bonnie said that it will be \$165,000 for the whole thing. \$20,000/year for five years. Ed said that the will be an initial payment of \$53,000. Rich asked if it would be leased? Ed said yes. Rich then asked if you need a CDL license to drive it? Ed said that it wasn't necessary. Dennis Stuckey asked what the driving policy

was? Diane said that everyone must have a valid Pennsylvania driver's license and a clean record. Ed said that in order to be hired, they must present their driving record. Dennis wanted to know that if an employee had an accident on their own time if that had to be reported. Bonnie said no. Rich speculated that if libraries would provide their own drivers, and if the Bookmobile is not in use, it could be used by the libraries. Diane asked if there is a waiting list of stops for the Bookmobile? Ed said yes, the lack of staff is why there aren't more stops. Bonnie informed the board that Meredith from CAS is full time and will be taking over for Becky when she retires in December. Becky is part time so a few more stops could be added. Diane thanked Ed.

Directors Council
Report

Heather Sharpe, Directors' Council Liaison, referred to the minutes of the October Directors' Council meeting and the Talking Points to the System Board from the October meeting, both included in the Board mailing. Heather also reported:

- 1) That due to Millennium, all computers will be down so many libraries will be closing.
- 2) There is more money in the pot for Overdrive. Katrina Anderson has worked out all the averages and money divisions.
- 3) The Directors discussed the libraries approach to fundraising.

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) Still waiting on E-Rate.
- 2) The Bookmobile is starting to get donations.
- 3) Good publicity lately.

New Business

Diane stated that next month we are scheduled to meet December 21. She would like to move the meeting to December 14. Everyone agreed

There was a message from Brandon Diaz {??? Girl} was born this morning. She was 8 lbs., 2 oz. Mom and baby are fine. Rich asked if we would send something and Diane said yes, she would.

Public Comment

none

Adjournment

The meeting was adjourned at 7:41 PM.

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

Next Meeting: Wednesday, December 14, 2016 at the LSLC Office

Respectfully submitted,

Amanda Hatcher
Recording Secretary