

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

Attendance:

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

System Staff: Bonnie Young, Executive Director; Stephanie Zimmerman,  
Training and Development Coordinator; Brenda Emerich,  
Manager, Catalog and Acquisition Services; Amanda  
Hatcher, Administrative Assistant.

Guests: Melissa Foltz, Director Manheim Community Library; Marj  
Hyrb, Board President of the Adamstown Public 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 6:39 PM on Wednesday, April 19, 2017, at the  
Manheim Township Public Library. A quorum was present.

Secretary's  
Report

Minutes

**Approval**

Christina Diehl, Secretary, referred to the minutes of the  
February 15, 2017, Regular meeting as included in the Board  
mailing. The minutes were approved as presented. There  
were no March minutes because of the snow storm.

Treasurer's  
Report

Ken Kohlmaier, Treasurer, referred to the March 2017  
financial report, as included in the Board mailing.

Andre informed the Board about the Designation of  
Unrestricted Funds. We designate about six months of  
funding as working capital; three months worth for normal  
operating procedures and three months worth for unforeseen

capital needs. Andre proceeded to read the document included in the board mailing with corrections.

**Library system of Lancaster County**  
**Designation of unrestricted funds**  
**Working Capital**

Projected working capital (current assets less current liabilities) at 12/31/2016 is approximately \$912,000. This represents approximately 6.1 months of available working capital based on current budgeted levels and is to be designated as follows:

- Short term- 50% of the above or approximately 3 months of working capital. These funds are designated to replace normal operating funds should we experience a dramatic downturn or delay in annual funding by either the County of Lancaster or the State of Pennsylvania.
- Long term- 50% of the above or approximately 3 months. This is designated for major repairs and/or major technology upgrade/replacements as may be anticipated over the next few years.

Currently the cash portion of these funds are divided between interest-bearing checking and money market accounts and a certificate of deposit.

Andre wants everyone to know that this six months of working capital is adhered to closely all year long. We keep these funds available for a rainy day.

Motion

Andre motioned to accept the Treasurer's Report and the Resolution for Designation of Unrestricted Funds and Ken seconded. The motion was passed.

President's  
Report

Diane stated that the last year has gone well. She particularly commended IT and CAS in the challenges they've faced. She was pleased with the good publicity we've received.

Director's  
Report

Bonnie asked for the Social Media Policy to be adopted.

Brandon asked why we needed a board vote. Diane answered that we will be reviewing all policies and we want them to be consistent. Bonnie added that we will be adopting "Yammer" to replace our in-house web site "Lilly". Yammer is very similar to FaceBook. Brandon commented that it seems more operational than strategic. Andre doesn't see a problem with giving approval to policies regardless. The financial committee has already begun reviewing the financial policies. Diane thinks it is good for the Board members to review the policies

Motion

Andre motioned to accept the Social Media Policy. Christina seconded. The motion passed.

New  
Business

Ken wanted the record to reflect for PNC Bank that all executive committee members are authorized to sign checks along with Bonnie Young. To include: Diane Tannehill, President; André Fouchet, Vice President; Ken Kohlmaier, Treasurer; Christina Diehl, Secretary

Andre offered to Jeanne that she can talk with Bonnie about all financial matters.

Brandon asked if we were recognizing Russ for his years of service. Diane answered, yes, we have a certificate for him but unfortunately he is not present. Bonnie commended Russ for his six years on our board and for serving on the board of Lancaster Public Library prior to that.

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) New Board member and executive officers
- 2) Social Media Policy
- 3) Passed on designation of unrestricted funds

Ken wanted to publicly acknowledge the fabulous job Andre has done as the Treasurer and thank him for his service. Bonnie appreciates his availability – he is always available on the phone and he comes into the office whenever there was a need. She appreciates his wisdom and direction. Diane added that Andre has been a great asset to the organization.

Public  
Comment

None.

Adjournment

Andre motioned that the meeting be adjourned at 6:53 pm.

Respectfully submitted,  
Amanda Hatcher  
Recording Secretary