

Library System of Lancaster County
 Minutes of the Regular Board of Directors Meeting
 October 18, 2017

Attendance:

Board Members:	Diane Tannehill, President; André Fouchet, Vice President; Ken Kohlmaier, Treasurer; Christina Diehl, Secretary; Jeanne Grimsley; Dennis Stuckey, Lancaster County Commissioner. Absent: Brandon Danz; Rich Frerichs
System Staff:	Bonnie Young, Executive Director; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Manager, Training and Development; Johanne Shutter, Financial Manager; Amanda Hatcher, Administrative Assistant.
Guests:	Barbara Basile, Director, Milanof-Schock Library; John Murr, CPA, Sager Swisher & Company, LLC
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, October 18, 2017, at the Library System office. A quorum was present.
2016 Audit	John Murr reviewed the report they had issued last month. This year looks almost identical to last year. He had an unmodified report with no findings. John said it can't be any better than that. The balance sheet compares 2015 to 2016. John reviewed highlights of the report. Andre asked if the CD was liquid. John said yes but it is more than a 12-month term. John explained the difference between types of CDs. FDIC insures money in accounts under \$250,000. We've moved money around this year to make sure that we are insured. Dennis asked if there are any assets that we have purchased with restricted State or Federal money. The answer is no. The purchase of the ILS system was the major difference between the two years on the statement of Revenue and Expense. Dennis asked if he reviewed any internal control processes. John said that they look at the policies and procedures to determine a risk assessment. If there were a problem, John would send a management letter. John said that when Jim was here, Jim was given a template for policies that were implemented, but have changed over the years. We are in the process of reviewing our policies now. As we make changes to our policies, we should forward them to John. John said that as we review our policies, we need to make sure that we have cross training - that we can cover each other's jobs. Crisis management should be in place so that if anyone leaves, we can continue our working relationship. Andre thanked John for all he has done for us.

Secretary's Report	<p data-bbox="250 138 358 170">Minutes</p> <p data-bbox="383 138 1295 247">Christina Diehl, Secretary, referred to the minutes of the September 20, 2017 regular meeting as included in the Board mailing. There were no questions.</p> <p data-bbox="256 296 358 327">Motion</p> <p data-bbox="383 296 1222 365">Christina moved and Ken seconded to approve the minutes. The minutes were approved as presented.</p>
Treasurer's Report	<p data-bbox="256 659 358 690">Motion</p> <p data-bbox="383 659 1230 728">Ken moved to accept the financial report. Jeanne seconded. The report was approved as presented.</p>
President's Report	<p data-bbox="383 774 1289 1031">Diane Tannehill reported that this past week Bonnie and Jeanne went to see Congressman Smucker about the IMLS. Bonnie gave a good, upbeat presentation. It went very well. Bonnie explained benefits to libraries through the Institute of Museum and Library Service to Smucker - including eRate. Jeanne relayed some of Smuckers library stories. Bonnie expanded on his heartwarming library stories.</p> <p data-bbox="383 1087 1295 1430">Diane asked if everyone called their donor list. Diane relayed what one of her donors had to say about holding books. A discussion ensued about books on hold and why it would or would not be available to a bookmobile patron. Barbara expounded on how the process works. She encouraged Diane to tell the patron to call the lending library and they would most likely accommodate her. Barbara gave other explanations as to why she may be having problems. The board discussed positive discussions with donors.</p> <p data-bbox="383 1486 1256 1831">Christina told about a fundraiser she is hosting for the bookmobile, "Cocktails & Apps" sponsored by Mark Pontz of Loan Depot. She handed out an invitation. Tickets must be purchased online. Diane asked if the guest bartender event being planned should be run through Eventbrite as well. Mark explained that it wouldn't be necessary. Bonnie asked the board if they knew of a business that could do a matching grant with Christina's event to please let her know.</p>

<p>Presentation of EITC video</p>	<p>Diane said that it is good to understand what the EITC is so that when you are speaking to business about donations you can inform them of the EITC benefit. It is a resource for libraries to use - https://lancasterlibraries.org/eitc/ .</p> <p>Bonnie explained that this is a great resource. Many libraries as well as the System have become Education Improvement Organizations. Diane explained that Pennsylvania only issues this credit to a limited number of businesses each year. Ken participates and has said that it is a fabulous program.</p>
<p>Presentation of new App</p>	<p>Stephanie Zimmerman presented the Mylibrary! app. Stephanie demonstrated the steps to get the app and showed how to use the app. Stephanie demonstrated scanning a book to see if it is in the catalog. Jeanne asked if it was live now. Mark said yes. Stephanie said that it is a much more modern app than what we've had before. She demonstrated that your library card is stored in the app. Stephanie went through all the steps in the process. It has a cleaner look and feel to it. Mark said that we can't get stats but we don't have to pay for it, as it came with our software. Jeanne commented that it was easy to set up and many young people will be much more likely to use it.</p>
<p>Executive Director's Report</p>	<p>Bonnie Young related bad news about problems the Bookmobile has had. Now the Bookmobile generator is leaking fuel. Starting tomorrow at a head start, they will take books in the van. The new Bookmobile is in North Carolina and we should have it by the first of the year. Bonnie expects it in the spring. She is waiting to see what the repairs will cost us. If the repair bill is too much, we will have to make do using the van. Andre wants to know how much the bill is before Bonnie makes that decision. Bonnie said the van is from 2005 with over 100,000 miles on it. She is hoping that we can get a better van and that the amount we have to pay for the generator is reasonable. Second, she is looking for a matching donor for Christina's fundraiser.</p> <p>Andre asked about looking for a new vendor for the worker's compensation. Bonnie said that Stephanie is working with Murray Securus. Andre said that Ken knows about this.</p> <p>Andre asked Mark if there is any movement on the RFP. Mark said yes, November 17 is the due date. We will not know anything until then. Mark has released our own RFP so that if we don't do the WAN</p>

	<p>we will have options.</p> <p>Bonnie will go to see the county commissioners on Friday. Our health insurance went up \$8000 as well as other expenses. The System is requesting a 3% increase.</p>
Director's Council Report	<p>Barbara Basile, Milanof-Schock Library Director gave the following three points from the Directors Council:</p> <ul style="list-style-type: none"> • Discussions on the strategic plan - Bonnie fixed Barbara's biggest concern. • IU13 update. • Joyce Sands arriving as director at Manheim Township Public Library and Cheri Crow is leaving Quarryville. <p>Diane commented that we will miss Cheri. She's been a great librarian! Barbara also commented that we had the in-service day. All but two libraries sent staff. Bonnie said that Barbara had a great marketing idea. We took a photo of all the library staff present showing that it takes us all to bring great library service to Lancaster County.</p>
3-Point Summary to Directors' Council	<p>The Board chose the following three points to include in the summary for reporting to the Directors' Council:</p> <ul style="list-style-type: none"> • Met with representative Smucker who is very pro libraries • Clean audit report • Mylibrary! app
Public Comment	None
Adjournment Motion	Andre moved to close the meeting. Christina seconded. We adjourned at 7:45.

Minutes and Financials are available at
<http://tinyurl.com/LSLCBoardDocs>
 Next Meeting: Wednesday, November 15, 2017, 6:30 PM

Respectfully submitted,
 Amanda Hatcher,
 Recording Secretary