

Library System of Lancaster County
Minutes of the Board of Directors Meeting
January 17, 2018

Attendance:

Board Members:	André Fouchet, Vice President; Ken Kohlmaier, Treasurer; Christina Diehl, Secretary; Brandon Danz; Rich Frerichs; Jeanne Grimsley; Dennis Stuckey, Lancaster County Commissioner. Absent: Diane Tannehill, President
System Staff:	Bonnie Young, Executive Director; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Ed Miller, Special Services Manager; Brenda Emerich, Cataloging and Acquisitions Manager; Mark Sandblade, Information Technology Manager,; Stephanie Zimmerman, Training and Development Coordinator; Johanne Shutter, Accounting Manager ; Amanda Hatcher, Administrative Assistant.
Guests:	Barbara Basile, Milanof-Schock Library Director
Call to Order	The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by Vice President Fouchet at 6:30 PM on Wednesday, January 17, 2018, at the Library System office. A quorum was present.
Secretary's Report	
Minutes	Christina Diehl, Secretary, referred to the minutes of the December 20, 2017 Regular meeting as included in the Board mailing.
Motion	The minutes were unanimously approved as presented.
Treasurer's Report	Ken Kohlmaier, Treasurer, stated that there would not be a financial report this month. We are still gathering year-end bills. A report for this month will be presented at a later day. The System will come out on the plus side of the numbers. In March we will present our regular budget. Andre commented that this is not an unusual process. Ken commended Johanne - after only being here six months, she is really on top of things. Ken also spoke to how we are diversifying banks. Johanne and Ken are meeting with bank representatives. It is a work in progress.
Strategic Plan	<p>Andre Fouchet opened with comments. The vote will be on a roll call basis. The executive director with the help of the staff, board members and library directors developed the Strategic Plan. The details were widely agreed upon. There were a couple of issues brought up by members of the board, namely when some of these things would take place. Andre had three points to make. 1. Timing. It is worthwhile, when the opportunity is there, to put in a specific date. We have put in dates. A number of items are more on a philosophical basis so those items do not have a date. We've done our best to agree with everyone to put those dates in. 2. Responsibility. Bonnie Young is the responsible one because she is the one who reports to the board. Everyone else reports to her. She knows what and when she wants to accomplish these plans. The board should have the opportunity to review these plans. Two or three times a year, she will present a written report referring to the strategic plan so that we have an opportunity to discuss it. We don't want the plan to die. The first report will be in May. 3. We were premature to say we would vote on the plan via phone vote. We will make a motion and we will do this on a roll call vote.</p> <p>Rich - appreciate the fact that dates have been added. We want to keep our eye on the plan because we don't know who the next director will be. Andre - Before Bonnie leaves, we need to have a general understanding where we stand. Brandon – appreciates the dates and the standardized reports. He encouraged Bonnie that if anything falls behind, that issue would be brought up at the next board meeting. Rich – in reference to hiring the new director - concerned about lack of overlap. Bonnie said that if we get someone local we won't need overlap.</p> <p>Diane joined us via phone. Rich expressed his concern to Diane about lack of an overlap. Diane does not want to pay double salary for two months. Rich thinks we need a new executive</p>

<p>MOTION</p>	<p>director by December 1 so there is smooth transition. Andre would agree with a month over two months. Bonnie is only leaving to make room for others. She will be around. If someone is a library director, the job will not be that difficult. Andre - if we don't need it, we will not do it.</p> <p>Rich wants to know who is on the committee to pick the new executive director. The officers on the board make up the committee.</p> <p>Andre asked for a motion to approve the strategic plan. Ken made the motion. Brandon seconded.</p> <p>Diane Tannehill, President; Yes for the plan. André Fouchet, Vice President; Yes Ken Kohlmaier, Treasurer; yes Christina Diehl, Secretary; yes Brandon Danz; yes Rich Frerichs; yes Jeanne Grimsley; yes</p> <p>It was a unanimous vote.</p>
<p>Executive Director's Report</p>	<p>Bonnie Young – The Library System received a 5 star rating from Library Journal. Only five libraries/library systems in Pennsylvania got any stars at all. The system received that rating because of the many and varied programs we offer and how many people attended those programs. Bonnie also commended Jeanne - Diane read that some of the representatives would donate their pay increases to organizations. Jeanne asked Representative Mentzer. He agreed to give his pay increase if he is reelected.</p> <p>Andre - congratulations to CAS on their turnaround time! He also commended Renee on the summer reading program and the things that are already being lining up. Impressive.</p>
<p>Update on the IU13 Request for Proposal</p>	<p>Mark Sandblade - he has been working very diligently on a WAN proposal. He made a recommendation. The proposal is extremely attractive but unaffordable. The capital investment cost would be the equivalent of eight bookmobiles. Since joining IU13 is not reasonable at this time, he is working to increase our current bandwidth. The libraries are currently not hitting the maximum bandwidth so there is room to grow. We did our due diligence in exploring a Gigabit WAN with IU13. We are seeking another 5-year contract on our own. At the end of 5 years, we will look at a Gigabit WAN again.</p> <p>Brandon wanted to know if schools were signing on. Mark replied that, yes, many schools are at their bandwidth ceiling. The price becomes more cost effective at 10 Gigs. We don't need and can't afford that much bandwidth currently.</p>
<p>OverDrive Demonstration</p>	<p>Stephanie Zimmerman – presented our eBook and audiobook platform called OverDrive. The Library System collection is growing. She gave everyone a handout and began her presentation on our catalog web page.</p> <p>Jeanne was curious about the difference between OverDrive and Libby.</p> <p>Stephanie spoke to the difference between a computer browser and apps. She demonstrated on both a computer and on her phone.</p> <p>Materials have a 14-day check out limit.</p> <p>If you have any questions or if you would like more information feel free to contact her.</p>

Director's Council Report	Barbara Basile, Milanof-Schock Library Director stated that there was not a Directors Council meeting in January. Overall, it was a good year. We have had a restful relaxing year under Bonnie's leadership.
	<p>Christina informed the board that our staff member, Meredith Hendrix, will be featured in this month's "<i>Fine Living Lancaster</i>" magazine in an article about the bookmobile.</p> <p>Mark Pontz, Editor in Chief of <i>Fine Living Lancaster</i>, is inviting us to an issue kickoff event and the 2018 FLL Innovator Awards on January 31. The launch party will be from 5:30 - 6:45, and the awards kick off is at 7:00.</p> <p>They will have food and beverages for the pre-awards portion of the evening. You must have a ticket to attend the award ceremony - tickets are free.</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"> • Approval of the Strategic Plan • Mark's update on the WAN situation • Stephanie gave an OverDrive presentation
Public Comment	none
Adjournment MOTION	Rich made a motion to adjourn the meeting. Ken seconded. The meeting was adjourned at 7:19pm.

Respectfully submitted,

Amanda Hatcher,
Recording Secretary