



Library System of Lancaster County
Minutes of the Board of Directors Meeting
May 16, 2018

Attendance:

Board Members: Christina Diehl, President; Jeanne Grimsley, Vice President; Ken Kohlmaier, Treasurer; Diane Tannehill, Secretary; Elizabeth A. Flaherty, Shel Lundquist, Dennis Stuckey, Lancaster County Commissioner.

Absent: Rich Frerichs

System Staff: Bonnie Young, Executive Director; Ed Miller, Special Services Manager; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Training and Development Manager; Renee M. Christiansen, Youth Services Manager; Brenda Emerich, Cataloging/Acquisitions Manager; Amanda Hatcher, Administrative Assistant.

Guests: Heather Smith, Elanco 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 President Diehl at 6:33 PM on Wednesday, May 16, 2018, at the Library System office. A quorum was present.

Secretary's Report
Minutes

Diane Tannehill, Secretary, referred to the minutes of the April 18, 2018, regular meeting as included in the Board mailing.

Motion Diane motioned that the minutes be approved as presented. Elizabeth seconded. The minutes were approved as presented.

Treasurer's Report

Ken Kohlmaier, Treasurer, referred to the First Quarter Unaudited financial report and the financial report for April 2018 included in the Board mailing. In the two separate reports, the numbers are self-explanatory. There were no questions.

Motion Diane motioned that the reports be approved as presented. Elizabeth seconded. The reports were approved as presented.

President's Report

First report. Bonnie hosted an orientation for Elizabeth and Shel. It was an introduction to everyone in the office and what they do.

Second report. There is a fundraiser tomorrow for the Be Ready Rover at the Stoner Grill. Please come and show your support!

Christina also wanted to point out that Bonnie sent everyone a progress report on the Strategic Plan.

Executive Director's
Report

First, Bonnie wanted to thank Dennis for appointing our two new board members! Bonnie then called attention to the Summer Reading Program brochure. In the brochure that Renee and Mary Ann have put together, there are 165 programs supported by the county commissioners'

1866 COLONIAL VILLAGE LANE, SUITE 107 LANCASTER, PA 17601

(717) 207-0500 FAX: (717) 207-0504

WWW.LANCASTERLIBRARIES.ORG

office. Renee figures out the logistics. Mary Ann produces the documentation and they work together to make sure everything is correct.

Do you know any businesses that would like to support content enrichment for our catalog? This enrichment software would enable us to see the CD pictures and DVD pictures, see book summaries and make recommendations for other materials that patrons would like just like Amazon. It is a yearly program.

Bonnie also emphasized the fundraiser tomorrow for the Be Ready Rover. The Be Ready Rover is a van that goes to in-home day care centers. We want to replace it. Mary visits providers with her puppets and stories. Please let Bonnie know if you know anyone who would like to support this program. We have a goal of \$30,000 for this year.

Jeanne asked what “in-home day care” is. Bonnie responded, people who privately provide day care in their homes. The Be Ready Rover is part of the United Way SAIL grant. We will know May 23rd if we will receive the grant this year. Diane asked how many day cares are there in the county. Ed answered around 90. Mary is going to about 30. Once some providers receive their licensing they graduate to the next level of assistance and Mary no longer visits them.

Elizabeth inquired if Bonnie was looking for just one sponsor or more than one for the content enrichment. Bonnie is hoping for one but will gladly accept more. Shel asked if the \$12,000 is for just one year. Yes, that is the cost annually.

Serving on the ALA
Theodor Seuss
Geisel Award
Selection
Committee

Renee Christiansen told the board about her experience with the Theodor Seuss Geisel Award Selection Committee that is part of the American Library Association. The award was established in 2004 and the first award was presented in 2006. The award was named after Dr. Seuss. Renee was appointed to the committee. This award is part of ALSC-Association of Library Service to Children division of ALA.

Once you are appointed to the committee, the publishing houses start sending books. There are many rules to help maintain secrecy. Specific criteria must be met in order to be considered for the award. Around 400 books were delivered to her home. Primarily they were picture books and beginning reader books. Renee had an evaluation list of criteria to be answered for every book. In 2017, Renee sent a list of suggestions to the committee chair every month. She had an opportunity to retract her suggestions as she reviewed more books. In October, for every committee in the children’s division, everyone serving on the committees selects three nominations. The nominations are not anonymous. At the end of December, they could nominate three again. At the February mid-winter meeting of the ALA, all youth media awards are announced. At ALA, deliberations take place inside locked rooms over two and a half days. These are people who’ve only met once or twice before so it is an intense time. Once nominations are presented, you have to sell your choice based on the criteria. At the same time, you have to be open to what others say. Keeping the criteria in mind, they have anonymous voting. All of it is quiet and hush hush. Charlie and Mouse was the winner for 2017. Renee showed the prizewinners and explained why they won. Once the decision has been made, the committee calls the authors and illustrators.

Serving on this committee has been helpful to the Youth Education Services (YES) vision and mission. Renee talked with the youth librarians about the details of what makes a good children’s book. It is good to have a knowledge about what kids need and want. The award list make the librarians’ job easier to recommend books and is a starting point for parents and other

librarians when the youth librarian is not present. The end goal is to get quality books into the hands of kids.

When Renee's committee time was complete, she donated the majority of the books to the Bookmobile and to the Be Ready Rover. The total was approximately \$6400 in books.

Bonnie remarked that Renee was honored and learned a lot that can be shared with the youth librarians in the county. Renee concluded that ALA will hold the award ceremony in June.

Director's Council
Report

Heather Smith has taken Margie's place as vice chair for the next two months since Margie retired.

The following points are from the Director's Council meeting on May 4th.

- 1) IT Desktop icon/shortcut to streamline how we ask for IT help.
- 2) Issue on holds discussed on many levels. Patrons can currently hold five items. Determining the correct capacity to meet the demand. Sometimes there are exceptions. Over use of the transport system incurs expense.
- 3) Heather Smith is the new Chair with Kristin Fernitz as Vice Chair.
- 4) Grateful to the Council of Friends and their gift!

Dennis worked the polls at Lititz yesterday and Susan Tennant expressed her compliments about how things are now being run at the System.

Discussion of the
Drivers Policy

Rich had expressed concern about who can authorize drivers and what constitutes an emergency. Christina stated that the Executive Director authorizes drivers and it is up to the driver to determine what constitutes an emergency.

The following changes were proposed:

Added to point two: Use of the vehicles is unauthorized for personal business.

"Smoking is not allowed in the vehicles" will be added to point five.

For clarity, point four will be changed to "incidents" from "accidents". Added "immediately" to notifying. (The new sentence states: "All incidents involving LSLC vehicles must be immediately reported to the driver's supervisor and to the police if the accident involves other people or a structure.")

Dennis had their director of HR look at the policy simply to have another set of eyes make sure that all points were covered.

Elizabeth proposed the final sentence be stated "***Employees who decline to sign this Authorization for Motor Vehicle Reports lose their LSLC driving privileges and are not eligible for mileage reimbursement."

Elizabeth also recommended that the signature page be a separate page from the rest of the policy.

MOTION Diane motioned to approve the Drivers Policy with the revisions and Ken seconded. The motion was approved.

Board of Directors

May 16, 2018

Page 4

- 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. Driver's Policy
 2. Summer Reading pamphlets
 3. Renee's experience with the ALA committee
- Public Comment Jeanne wanted to emphasize the success of the Author's Luncheon. Diane stated that the Council of Friends gave \$750 to each Member Library. Jeanne won the raffle for a restaurant.
- Adjournment Diane remarked on Heather's new library on a bicycle. Heather said that the bike will hold about 200 lbs. of books.
On motion by Elizabeth and seconded by Diane, the Board adjourned at 7:28 PM. Motion carried unanimously.

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

Next Meeting: Wednesday, June 20, 2018, 6:30 PM

Respectfully submitted,

Amanda Hatcher,
Recording Secretary