



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
June 20, 2018

Attendance:

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

System Staff: Bonnie Young, Executive Director; Brenda Emerich, Cataloging/Acquisitions Manager; Johanne Shutter, Accounting Manager; Amanda Hatcher, Administrative Assistant.

Guests: Heather Smith, Eastern Lancaster County 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 6:30 PM on Wednesday, June 20, 2018, at the Library System office. A quorum was present.

Secretary's Report  
Minutes Diane Tannehill, Secretary, referred to the minutes of the May 16, 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 Shel Lundquist, referred to the May financial report, as included in the Board mailing. \$26,000 ahead on operating over expenses. In addition, we are ahead on restricted income over expenses by \$29,000.

**Motion** Shel motioned that the report be approved as presented. Jeanne seconded. The report was approved as presented.

President's Report Christina Diehl attended her first President's Circle. It was a pleasant evening. It was encouraging to see the presidents interact together. A very nice evening.

As part of the strategic plan, we are figuring out a plan to update our policies. With help from Elizabeth, they decided to form a committee and review them every five years.

Executive Director's Report Elizabeth suggested for content enrichment it would be worthwhile to approach Wegmans and Whole Foods as they enter our community and, to be fair, we could approach existing stores. Since the time that Bonnie wrote her report, she asked Mary Ann to ask Brad Rutter and he has agreed to sponsor \$6,000. Diane thought it was a great idea. In the past, Giant and Stauffers have not been willing to sponsor us.

Everyone received a handout on Smile.amazon.com – you can give to an organization of your choice. It doesn't pay much but every little bit helps! Elizabeth remarked that if everyone asked extended family to contribute the donations would stack up.

Jeanne – encouraged us to approach all the new businesses that have recently opened. Bonnie reminded us that we have to be careful not to encroach on the libraries service areas. If a business covers the whole area, those are the businesses that Bonnie wants to approach.

Bonnie – we have one Books On The Go monthly donor that contributes online as well as two others that send in checks every month.

Database  
Maintenance

Bonnie remarked that, because of cataloging, every book is in its proper place. Every book has tags so that we can find it in the catalog. Brenda and CAS's work ensures that all those things are accessible. The content enrichment would show patrons that if they like a particular book or item, they might like this other item. Brenda Emerich began by stating that Richard Carlos prepared the presentation. He works primarily on Sierra related issues as well as web sites. CAS creates the database.

Some highlights of the Power Point presentation included the following:

- There are many different type of records.
- Patron, item, and bib records do change regularly.
- Mistakes are made but our error percentage is very, very small.
- We maintain statistics as well as maintaining consistency.
- Consistency = discoverability= positive patron experience.
- Brenda explained several different types of records and reports and how we record or use them.

If all these things didn't happen, the information wouldn't be there for the statistics or for the patron.

Diane pointed out when Brenda took over CAS they were three months behind. Now they are caught up and remain caught up. One of the points of the Strategic Plan is to leverage all we can out of Sierra.

Director's Council  
Report

The following points are from the Director's Council meeting on June 1st.

1. Thanks to the Newcomers and Neighbors (formerly known as welcome wagon) for their generous gift to purchase children's materials
2. The Power Library Certification explanation by Ed.
3. Discussion on the age for acquiring a library card. Right now, a child must be five to receive a library card. By state regulation, children are personally responsible at age 14.

Elizabeth asked for more details about "why 14". Heather said that it is an arbitrary number mandated by the state. At age 14, children could, in theory, get to the library themselves. At that age they are in High School and need to do research as well as a desire for privacy.

3-Point Summary to  
Directors'  
Council

The Board chose the following two points to include in the summary for reporting to the Directors' Council:

- 1) Brenda gave a presentation on data base management.
- 2) Encourage the libraries to do [www.smile.amazon.com](http://www.smile.amazon.com) (most of the libraries already do. We will be setting up a page with links). Shel encouraged us to remind everyone again around the holidays.

Public Comment

Bonnie informed us that next month the audit will be presented.

Adjournment

Elizabeth moved to adjourn the meeting and Diane seconded. The meeting adjourned at 7:03.

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

Next Meeting: Wednesday, July 18, 2018, 6:30 PM

Respectfully submitted,

Amanda Hatcher,  
Recording Secretary