



# LIBRARY SYSTEM OF Lancaster County

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 14, 2018

**Attendance:**

**Board Members:** Christina Diehl, President; Jeanne Grimsley, Vice President; Elizabeth A. Flaherty; Shel Lundquist; Dennis Stuckey, Lancaster County Commissioner.

**Absent:** Diane Tannehill, Secretary; Ken Kohlmaier, Treasurer; Rich Frerichs.

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

**Guests:** Kristen Fernetz, Strasburg-Heisler 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, November 14, 2018, at the Library System office. A quorum was present.

**Secretary's Report  
Minutes**

Christina, in Diane's absence, referred to the minutes of the October 17, 2018, Regular meeting as included in the Board mailing.

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

**Treasurer's Report**

Shel referred to the October financial report which was emailed to the board. Nothing unusual and all is on track. We're still in the black. Net restricted income is on par with previous months.

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

**Update on Policies**

Elizabeth Flaherty made a motion to accept the following policy updates:

**Motion**

- Fiduciary Responsibility,
- Strategic Plan,
- Executive Director

Shel seconded.

Christina inquired regarding the Executive Director policy if we should indicate a time that the review should take place. Elizabeth replied that typically the review is on the anniversary of the hire. Having the review in January will be good because the board members will have been on the board for several months. If it is done in the fall then salary concerns can be addressed before the budget is made. Jeanne stated that it should be addressed. It is a good point that we should say something that is a little more specific. Christina stated that it will insure that we are being consistent for years to come. Elizabeth replied that it is a procedure that needs to be addressed but not necessarily here. Is there an evaluation form? Jeanne inquired if there are procedures. The Executive Director should be under the same employee handbook. The employee handbook will be updated next year. The Executive Director is an employee as well

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and would fall under the same procedures. The result of the discussion was to leave the policy as is.

Motion carried.

**President's Report** Christina Diehl announced the new Executive Director. The search committee selected Karla Trout who is currently the director of the Adams County Library System. She will begin January 2<sup>nd</sup>. She spoke at our annual meeting this past April.

The Extra Give is this Friday midnight to midnight. All the libraries are participating.

Shel thanked the search committee for their hard work.

**Executive Director's Report** Thanks to Christina and the Polka Dot Power House (women's networking group) for their donations to the BeReady Rover. Mary made a list of 50 toys, books and supplies that she would like to have. The donations will come in December.

President's circle was last night. There was a facilitator of the conversation where they discussed their concerns about fundraising. It was a beneficial evening for all involved.

This month's Executive Director's report was unusual due to Bonnie's vacation. The Board members were sent the Manager's/Department reports that are sent to the Directors every month.

**Director's Council Report** Kristin stated that the Directors did not meet for their Directors Council in November. Ed prepared a LibPass training session full of tips and tricks for submitting information to the state.

Jeanne wanted to know about homeschool parents and what the libraries can do for them. Renee will have answers and Jeanne will ask at the Lititz library.

**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. Updated policies  
2. Ex director  
3. Polka Dot Power House collecting donations for the BeReady Rover

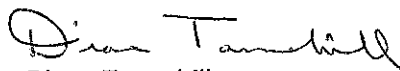
**Public Comment** Mary Ann has a plan for a two-step announcement about the new Executive Director.

**Adjournment** On motion by Elizabeth and seconded by Shel, the meeting was adjourned at 6:53 PM.

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

Next Meeting: Wednesday, December 19, 2018, 6:30 PM

Respectfully submitted,

  
Diane Tannehill,  
Secretary

Transcribed by  
Amanda Hatcher,  
Administrative Assistant