



# LIBRARY SYSTEM OF Lancaster County

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

**Attendance:**

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

**System Staff:** Bonnie Young, Executive Director; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Training and Development Coordinator; Brenda Emerich, Cataloging/Acquisitions Manager; Johanne Shutter, Accounting Manager ; Amanda Hatcher, Administrative Assistant.

**Guests:** Kristen Fernitz, Director, Strasburg-Heisler Library

**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, October 17, 2018, at the Library System office. A quorum was present.

**Secretary's Report  
Minutes**

Diane Tannehill, Secretary, referred to the minutes of the September 19, 2018, Regular meeting as included in the Board mailing. Diane motioned that the minutes be approved as presented. Elizabeth seconded. The minutes were approved as presented.

**Motion**

**Treasurer's Report**

Ken Kohlmaier, Treasurer, referred to the September financial report, as included in the Board mailing. The September budget has been posted. We are still running a reasonable surplus in part, because of the Erate revenue.

**Motion**

Ken motioned that the report be approved as presented. Diane seconded. The report was approved as presented.

**Update on Policies**

Elizabeth Flaherty - Two policies discussed this meeting: Special Services Policy, and the Communications Policy. There was an error in the first section of the Communication Policy. Instead of each year it should be every six months or twice yearly.

**Motion**

Elizabeth moved to submit the policies with the correction. Jeanne seconded. The motion was approved.

**President's Report**

The Executive Director Search Committee met on October 4<sup>th</sup>. They made an offer to new Executive Director and it was accepted. We are giving time to the new ED to give notice at their current employer.

Christina and Bonnie presented to the county commissioners concerning the budget.

Last year we called previous donors before the Extraordinary Give. We'd like to do that again. The Extra Give is November 16. It is just a "thank you" phone call – no need to ask for money or remind them of the Extra Give. If they ask, do tell. To donate on November 16, go online to

extragive.org or go downtown. If they go to our website there will be a link. There are all kinds of ways to donate. Each board member has a different page of donors.

Executive Director's  
Report

Bonnie gave details about the Commissioner's meeting. The Commissioners had great things to say about the Library System. Bonnie spoke about cataloging and how the emphasis is always improved access to materials. Commissioner Lehman commented that he is so pleased that we continually work on this because he thinks cataloging is very important! Bonnie also shared how pleased we are with Syndetics. Stuckey raved about Mark. The other commissioners also had great things to say about the System. They've all commended Bonnie on the work she's done here.

The Bookmobile has increased in outreach by 23.5%. Service has expanded to eight additional Head Starts and four other stops, or 63 total stops in all each month. The intern has been very helpful. Bonnie asked the Commissioners for money for another intern for next year, new training computers and touch screens for self-check outs.

"Library Net"  
Advocacy Video

Mary Ann Heltshe-Steinhauer. As a special treat we have popcorn to go with our feature film. Mary Ann shared the backstory. After a brainstorming session, Barbara Basile came out with "Just the facts". They employed Take One Productions. The tag line is "Libraries, Now More Than Ever." We wanted to show as many aspects of the library as possible. It was filmed over two days. The film was produced as an answer to "are libraries even relevant anymore?" We made it generic so that all the libraries can use it.

At the bottom of the YouTube page Take One Productions is given credit. The IT guys put a link that goes directly to the donate page with information about EITC as well.

Bonnie praised Mary Ann – she was there for every step in the process. This project was part of our strategic plan under advocacy.

Director's Council  
Report

Kristen Fernetz, Strasburg-Heisler Library. The Directors met at the new Columbia library.  
3 Points for LSLC Board:

1. Dagnet Video –saw the video.
2. County coordination plan – signed documentation for Ed.
3. Library security – possibly difficult patrons whether under the influence or mentally unstable.

Elizabeth asked if they would do training concerning active shooters or the like. Kristin informed her that we did some fairly extensive training last year at our in-service day.

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) Calling to thank donors.
- 2) Adoption of two new policies - Communication and Special Services.
- 3) New executive director.

Public Comment

none

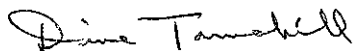
Adjournment

Elizabeth motioned to end the meeting. Ken seconded. The meeting was adjourned at 7:12.

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

Next Meeting: Wednesday, November 14, 2018, 6:30 PM

Respectfully submitted,



Diane Tannehill,  
Secretary

Transcribed by  
Amanda Hatcher,  
Administrative Assistant

