

Library System of Lancaster County
Minutes of the Board of Directors Meeting
April 18, 2006

Attendance:

Board Members: Voting: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Rose Eckman; Glenn Landis; Sue Leggett; Marianne Melleby.
Non-voting: Patricia Cox; Bernard Gordon; Martin Hudacs; Virginia McGrath; Kay Rohrer; Fay Snyder.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Accountant; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Mary Lou Walker, Cataloging Manager.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Pat Ditzler, President, Lancaster Public Library Board; Todd Fabian, Director, ELANCO Library; Jennifer Raimo, Director, Ephrata Public Library; Joyce Sands, District Consultant.

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 7:04 PM on Tuesday, April 18, 2006, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes Dale Reinecker, Secretary/Treasurer, referred to the minutes of the March 21, 2006, meeting, as included in the Board mailing. The minutes were
Approval approved as presented.

Treasurer's Report Dale Reinecker referred to the March 2006 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the report and found nothing unusual. After discussion, the following motion was made:

Motion On motion by Dale Reinecker, the System Board of Directors directed that the March 2006 Financial Report be filed for audit. Motion carried 6 – 0.

Library System Administrator's Report

In addition to her written report included in the Board mailing and sent electronically to Library Board Presidents and the News mail list, Susan Hauer distributed a copy of the following publications: the April 10 *Library Hotline* in which she was quoted during the recent Public Library Association seminar at PaLA; an article written by Rhonda Kleiman and published in the Spring 2006 issue of *Yellow Cakes*; and the front page article in the March 2006 *Pennsylvania Library Association Bulletin*, written by Mary Ann Heltshe-Steinhauer about the Milanof-Schock Library being named the "Best Small Library in America."

District Center Library

Joyce Sands, District Consultant, reported on the status of the annual reports, due to Commonwealth Libraries May 1; and that business is brisk at the Duke Street Business Center.

Directors Council Report

Katrina Anderson, Directors Council Liaison, expressed appreciation to Renee Christiansen for the North Museum Family Pass, and Mary Ann Heltshe-Steinhauer for her work with the Health Information Access Project. She acknowledged the good news that the Joint Committee on Communication (JCC) has been formed. She noted that the Directors Council meetings are typically held the first Friday of each month and invited questions and communications to the Council to be emailed to her prior to the meetings.

Standing Committees

Executive

President Diehl reported that the Joint Committee on Communication is comprised of the following: Susan Tennant, Directors Council Chair; Sandy Dinoff Immediate Past Directors Council Chair; Jennifer Raimo, Directors Council; Debra Rosser-Hogben, District Representative; Kay Rohrer and Marianne Melleby, System Board Representatives; Susan Hauer, System Administrator, and Ed Miller, System Staff. The Committee has been polled for available dates for the first meeting, and the date will be announced.

Diehl reported on the Directors Council/System Board Retreat, scheduled for Saturday, April 29, 8:00 AM to 12:00 Noon, at the System office. David Wauls, Life Management Associates, will serve as facilitator. His fee will be the non-profit rate of \$1,000. Please RSVP to Donna Westerhoff. After discussion, the following motion was made.

Motion

It was moved by Glenn Landis that the System Board authorize the expenditure of \$1,000 for the facilitator for the Directors Council/System Board Retreat, scheduled for April 29, 2006. Motion carried 6 – 0.

Finance

Dale Reinecker, Treasurer, referred to a memo to the Finance Committee from Sue Young, dated April 17, 2006, recommending increasing the

System credit card limit from \$3,000 to \$5,000, in part to simplify use of the card when staff members are attending conferences. During discussion, the question was raised as to whether a \$5,000 limit is enough. It was decided that if a higher limit is needed at a later date, new Board action will be taken. After further discussion, the following motion was made.

Motion It was moved by Dale Reinecker that the limit for the System credit card be increased from \$3,000 to \$5,000. Motion carried 6 – 0.

Reinecker referred to a question from a previous Board meeting concerning the amount of the utilities line in the 2006 budget. He reported that the Finance Committee has looked at prior year expenses and will likely request an increase at a future meeting.

Human Resources Bud Rettew, Chair, referred to a memo to the Human Resources Committee from Sue Young, dated April 17, 2006, recommending changing from a per meal to a modified per diem reimbursement method for System staff during travel. Rettew has contacted HR Committee members, and will bring a recommendation to the Board after he has had input from all Committee members.

Legislative Council Fay Snyder, Chair, reported that the Legislative Breakfast, held April 7, was a great success. She thanked all who helped with the event.

Snyder referred to Legislative Day in Harrisburg, scheduled for May 23, and invited all interested parties to attend. She noted that the train to the Capitol worked well last year, and she recommends it for this year. She reported that appointments for visits will be made with four or five legislators.

Susan Hauer reported that the State House of Representatives have put an increase of approximately \$14 million in a bill for library funding. Glenn Miller, Executive Director, Pennsylvania Library Association, asked that the Representatives be thanked, and that the State Senate should be encouraged to approve the bill.

Bernie Gordon, Co-Chair for the Legislative Breakfast, reported that the staff presentations were exceptional, and that the legislators appreciated the positive nature of the program. He recommends a fall get-together, and encouraged library staff and boards to invite their legislators to their libraries. He commended the libraries that supplied information for the press packets given to each legislator.

Ad Hoc Committees

Funding Task Force	<p>President Diehl commended Sue Leggett, Chair, for her flexibility in allowing the change in the focus of the Funding Task Force meeting when those in attendance wanted to address issues other than what she had hoped to accomplish.</p> <p>Leggett reported that the meeting of March 28 was a great meeting. It went in a different direction than she anticipated, but it is necessary to proceed with the desired topics. Funding Task Force action will be put on hold until roles are defined.</p>
PLEDGE	<p>Sue Leggett, Chair, reported that Jim Raffensperger of G&G Body Shop in Elizabethtown has offered to pay the entire outstanding PLEDGE bill of approximately \$870 owed to the System. After discussion and a show of appreciation, the following motion was made.</p>
Motion	<p>It was moved by Glenn Landis that the System Board recognize Jim Raffensperger of G&G Body Shop with a letter of thanks and a certificate to acknowledge his support of libraries in Lancaster County. Motion carried 6 – 0.</p>
Bylaws	<p>President Diehl, Chair, referred to copies of the proposed changes to the Bylaws distributed to each Board member. The changes pertain to Board approval of all new System Board members, and the number of days that must elapse before changes to the Bylaws can be made. He read the wording recommended by the Committee, and noted that, per the current requirement of the Bylaws, action will be taken at the June meeting.</p> <p>Diehl reported that the Committee is exploring options that would allow voting status for all 13 System Board members.</p>
Joint Committee on Communication	<p>Reported previously.</p>
Unfinished Business	<p>None.</p>
New Business	<p>None.</p>
General Comment	<p>Deb Beisell commented that there may have been better cooperation regarding the Legislative Breakfast press packet if library director input had been requested when decisions were being made. Katrina Anderson thanked Joyce Sands for providing information on the organ donor program, as this knowledge was most timely for a family in Quarryville's service area. Jennifer Raimo asked if the facilitator for the Directors</p>

Council/System Board Retreat will be briefed prior to the event. President Diehl responded that Mr. Wauls will be told that the main focus of the day is to be defining roles and communication. Rhonda Kleiman reported that she just learned that one-half of the proceeds from the Chamber's annual dinner centerpieces will be given to the Duke Street Business Center. Sandy Dinoff thanked Sue Legget for her flexibility at the Funding Task Force meeting. Fay Snyder reported that as the Legislative Council moves forward, Board Presidents will be encouraged to become more involved.

Next Meeting The next meeting is scheduled for Tuesday, May 16, 2006, 7:00 PM, Library System office.

Adjournment
 Motion It was moved by Bud Rettew that the meeting be adjourned at 8:00 PM. Motion carried 6 – 0.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary