

Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 17, 2004

Attendance:

Board Members: Voting: Joe Duff, President; Fay Snyder, Vice President; Greg Diehl, Secretary/Treasurer; Janet Chalfant; Glenn Landis. Absent: Jeffrey Griel; Kay Rohrer.

Non-voting: Mike Ireland; Sue Leggett; Dale Reinecker; Bud Rettew. Absent: Robert McCarthy; Marianne Melleby; Molly Henderson, Lancaster County Commission.

System Staff: Susan L. Hauer, Administrator; Shannon Jones, Controller; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator. Absent: Dzintra Gorman, Manager, Collection Development/Technical Services; William Hudson, Manager, Information Technology;

Guests: Katrina Anderson, Director, Quarryville Library; Sandra Dinoff, Director, Strasburg-Heisler Library; JoAnne Foss, Executive Director, Lancaster County; Lisa High, Pequea Valley Public Library; Tom Jubon, Pequea Valley Public Library Board; Joseph McIlhenney, District Consultant; Jennifer Raimo, Director, Ephrata Public Library; Claudia Roun, Director, Moores Memorial Library; Robert Spotts, President, ELANCO Library Board.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Duff at 7:10 PM on Tuesday, August 17, 2004, at the Library System office. A quorum was present.

Secretary's Report
Minutes

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the June 15, 2004, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl referred to the June and July 2004 financial reports, as included in the Board mailing, and reported that the Finance Committee has reviewed the reports. He summarized the income and expenses, noting a \$10,000 Ressler Mill Grant and a \$2,999.50 Braille Grant during June. In July, the LSTA grant in the amount of \$3,796.67 to Milanof-Schock Library was paid to the Library System and distributed to the

library. The Bookmobile received a donation of \$260. After discussion, the following motion was made.

Motion

On motion by Greg Diehl, the System Board of Directors directed that the financial report for June and July 2004 be filed for audit. Motion carried 5-0.

County Funding
Request 2005

Greg Diehl referred to a summary of 2005 County Funding Request distributed to the Board, to replace the copy included in the Board mailing. The Finance Committee has reviewed the figures and recommends approval of submission to the County Commissioners. He asked Susan Hauer to report, and she noted that the request is for \$2.4 million. The major increases over prior year are in Business Information Services, which includes a proposed Biz Center with a \$90,000 start-up cost; and Information Technology, which reflects \$90,000 to install free wireless Internet access for patrons and visitors in 19 locations. While Basic Aid to Member Libraries remains flat, Book Aid has doubled to \$200,000, in hopes of encouraging systemwide sharing of resources. After discussion, the following motion was made.

Motion

On motion by Glenn Landis, the System Board of Directors approved submission of the 2005 County Funding Request to the Lancaster County Commissioners. Motion carried 5-0.

President's Report

President Duff referred to the memo and statistics included in the Board mailing concerning a countywide library tax, and asked Hauer to elaborate. She reported that a ¼ mil tax would generate approximately \$6 million in revenues, and the County and municipalities would no longer be responsible for library support in their budgets.

After discussion, President Duff asked for volunteers to form a task force to study the feasibility of a library tax. There was consensus among the Board to pursue the issue, and that a list of people to serve on a task force should be compiled, to include community leaders. Bud Rettew agreed to serve on the task force in the future, and other Board members were also interested in serving.

System
Administrator's
Report

Susan Hauer reported the following: 1) Strategic Planning for member libraries, which includes a Board Development Day, scheduled for Saturday, October 9, at Millersville University; and the System plan, consisting of board and staff retreats. 2) Budget Preparation, including preparation of the County Funding Request for 2005, County Coordination Aid, Central Resource Library and District Funding; and 3) Stable, Sufficient and Secure Local Funding, which will feature the

formation of a Task Force on Local Funding, countywide public relations, and improving and marketing services.

District Center
Library

Joseph McIlhenney, District Consultant, reported on the following: 1) The state has increased the District budget by 20 – 22 % for the fiscal year July 1, 2004 to June 30, 2005. A review by the Committee is required for an increase of 10% or more, so the Committee is reconvening to examine the new budget amounts. 2) An increase in delivery usage, possibly as high as 40%, is anticipated when patron holds are initiated. 3) Most audits have been turned in to him, and he is confident the few remaining will be in his possession by the deadline. 4) Commonwealth Libraries' review of District Library Centers is well underway. The final written report is expected in November, with the results discussed at the September PaLA Conference.

Committee Reports
Human
Resources

Bud Rettew, Chair reported that the Committee has met six times for a total of 16 hours. They have worked through the manual. When the updated manual is compiled and reviewed by the attorney, it will be presented to the Board for approval.

In addition, other duties of the HR Committee will be to assure that performance evaluations are accomplished annually for the System Administrator, and that job descriptions are in place and performance appraisals conducted for staff. The Committee will make annual recommendations to the Finance Committee on salary increases.

Strategic
Planning

Janet Chalfant reported on the progress of systemwide strategic planning, as distributed at the meeting.

Susan Hauer reported to the Board that Chuck McClure will be Lancaster for Board Development Day on October 9 and has agreed to facilitate a System Board retreat on October 8, from 2:00 to 7:00 PM, to gather input for the System plan.

Katrina Anderson, Director, Quarryville Library reported on her library's progress to date. The committee has been meeting almost weekly and is well into the process.

Greg Diehl, President, Manheim Community Library, reported that his library held a special Board meeting and adopted their Strategic Plan. He recognized Dianne Tannehill for her help as facilitator for the Manheim strategic planning process.

Old Business

None.

New Business None.

General Comment Mary Ann Heltshe-Steinhauer thanked Deb Beisell and the staff of the Elizabethtown Public Library, who hosted WGAL TV-8 for the shooting of a public service announcement for the One Book, One Community campaign. She reminded everyone of the Duke Street Library's 50th Anniversary celebration on Sunday, September 12.

Next Meeting The next meeting is scheduled for Tuesday, September 21, 2004, 7:00 PM, Library System office.

Adjournment

Motion It was moved by Glenn Landis that the meeting be adjourned at 8:12 PM. Motion carried 5-0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary