

Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 16, 2005

Attendance:

Board Members: Voting: Fay Snyder, President; Janet Chalfant, Vice President; Greg Diehl, Secretary/Treasurer; Glenn Landis; Kay Rohrer. Absent: Robert McCarthy; Marianne Melleby.
Non-voting: Patricia Cox; Bud Rettew. Absent: Joe Duff; Bernard Gordon; Sue Leggett; Dale Reinecker; Molly Henderson, Lancaster County Commission.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator; Susan Nevin, Acquisitions Manager. Absent: Shannon Jones, Controller; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Mary Lou Walker, Cataloging Manager.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Rose Marie Eckman, Columbia Library Board; Todd Fabian, Director, ELANCO Library; Jennifer Raimo, Director, Ephrata Public Library; Debra Rosser-Hogben, Executive Director, Lancaster County Library; Joyce Sands, District Consultant; Robert Spotts, President, ELANCO Library Board; Joanne Stecz, Director, Columbia Public 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 Snyder at 7:10 PM on Tuesday, August 16, 2005, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes
Approval Greg Diehl, Secretary/Treasurer, referred to the minutes of the July 19, 2005, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Greg Diehl referred to the July 2005 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the report and there are no extraordinary variances. He noted receipt of a \$20,000 grant from the High Foundation. He reported that the Library

System will be reimbursed for expenses for the cancelled BIZ property last spring totaling approximately \$3,200. The remaining balance from the grant, approximately \$16,800, will be used to establish the BIZ Library. After discussion, the following motion was made:

Motion On motion by Greg Diehl, the System Board of Directors directed that the July 2005 Financial Report be filed for audit. Motion carried 5-0.

District Center
Library Joyce Sands, District Consultant, reported on the following: 1) Commonwealth Libraries is reviewing the annual reports; 2) Audits from libraries are due to her as soon as possible, and due to Commonwealth Library on October 1; 3) She plans to attend a Keystone Grant workshop in October; and 4) At the District Advisory Council meeting held on August 10, a suggestion was made to hold the DAC meetings in conjunction with the System Board meetings, to limit the number of meetings board members must attend. Sands asked the Board to consider trying this arrangement on a trial basis. After discussion, the following motion was made.

Motion It was moved by Glenn Landis that the Library System Board of Directors approve holding consecutive System Board and District Advisory Council meetings on October 18, for one time, as a trial arrangement. Motion carried 5-0.

The exact times will be decided at a later date and communicated via broadcast email.

Directors Council
Report In the absence of Sandy Dinoff, Directors Council Liaison to the System Board, Todd Fabian, Directors Council Chair, referred to the Directors Council written report included in the Board mailing. The Board discussed the current Board structure, with members sitting on both the Library System and member library boards. Several Board members expressed their opinions, both pro and con.

Fay Snyder reported that the topic will be further addressed in the next topic.

Committee Reports
Bylaws
Committee Fay Snyder asked for volunteers from the System Board to serve on a Bylaws Committee to review and update the System Bylaws. Two main areas of focus will be on term limits for Board members, and the Board structure, which allows members to sit on both System and library boards. She spoke with a few Board members prior to the meeting, and the following Board members will comprise the Committee: Janet Chalfant, Joe Duff, Bernie Gordon, Glenn Landis, and Sue Leggett. Snyder and

Susan Hauer will serve ex officio, and Donna Westerhoff will assist the Committee as staff representative. The first meeting is scheduled for Monday, August 29, 6:00 PM, at the System office.

Human
Resources

Bud Rettew, Chair, reported that the Committee corresponded via email concerning the Board's recommendation from the July meeting, that the Library System adopt a 5-year, 20% per year graded vesting schedule for new hires. After discussion, the following motion was made.

Motion

It was moved by Bud Rettew that the Library System Board of Directors accept the following wording in the vesting section of the Library System Retirement Account for new hires, pending review by legal counsel:
Article VI: Vesting. Plan Contributions shall be fully vested and non-forfeitable when such Plan Contributions are made for accounts opened prior to August 16, 2005. For accounts opened August 17, 2005, or later, Plan Contributions paid by the Library System shall be vested on a 5-year graded schedule of 20% per full year, and shall be 100% vested after 5 full years of service. Motion carried 5-0.

Nominating
Committee

Fay Snyder reported that, per the Bylaws, a Nominating Committee must be formed to select a slate of officers for 2006. This Committee is to be comprised of three System Board members, and must be approved by the Board.

Volunteering to serve on the Nominating Committee are: Fay Snyder, Bud Rettew and Kay Rohrer. Susan Hauer will serve as ex officio.

Motion

It was moved by Glenn Landis that the Library System Board of Directors approve the Nominating Committee to select officer for 2006 as follows: Fay Snyder, Bud Rettew and Kay Rohrer. Motion carried 5-0.

A packet of information and timeline was given to each member.

System Membership
Agreement
Renewal Process

Fay Snyder referred to the System Membership Agreement as discussed at the July 19 meeting. She asked that a Committee be formed, composed of 3 System Board members, 4 Library Board members and 2 Library Directors. A stipulation is that each library may be represented only once. Those volunteering, as of this meeting, are: Trish Cox and Bud Rettew, as System Board members; and Deb Beisell for the Library Director representation. Others present indicated that they would ask members of the following boards: Lancaster, Ephrata and Manheim; and Library Director, Roseanne Perkins, representing Adamstown. One System Board member and one library board member will still be needed, if all those above are able to serve on the Committee.

Snyder noted that the charge of the Committee is: *To review and update System Membership Agreement, to take effect January 1, 2006.*

The initial meeting will be scheduled, probably during the week of September 12.

Joint System/
Directors Council
Task Force

Snyder reported that at the July 19 meeting, the Board approved the formation of a task force composed of Library Directors, Library Board members, System Board members and other library representatives. The charge of the task force is: *To determine the definitions of basic and enhanced services, including the possibility of cutting services to some areas.*

At the August Directors Council meeting, 7 Library Directors and the District Consultant volunteered to serve on the task force. Members of the other categories are still needed.

LSTA Education
Grant Recipients

Snyder congratulated the following library staff members, who were awarded Library Service Technology Act (LSTA) grants to pursue their MLS degree: Penny Talbert, Ephrata; and Kay Rhodes, Elizabethtown.

Old Business

None.

New Business
LSTA Family
Place Grant

Renee Christiansen reported on the Library Services Technology Act (LSTA) Family Place grant submission. Family Place is a center for early childhood information, parent education, emergent literacy, socialization and family support. Currently, Ephrata Public Library is the only library in Lancaster County that hosts a Family Place program. The grant will be written and submitted by the Library System Youth Services Coordinator on behalf of the Lancaster County Library and the Quarryville Library in the amount of \$36,500, and the System will function as a conduit for the grant funds.

There was a question as to why only two libraries are being considered for the grant. Christiansen reported that with the advise from the state, many criteria, such as geography, staff to run programs, etc., were considered.

After discussion, the following motion was made.

Motion

On motion by Kay Rohrer, the Library System Board of Directors approved the submission of a Library Services Technology Act (LSTA) grant in the amount of \$36,500 to fund training and materials for Family

Place centers at the Lancaster County and Quarryville libraries. Motion carried 5-0.

Next Meeting The next meeting is scheduled for Tuesday, September 20, 2005, 7:00 PM, Library System office.

Executive Session

Motion It was moved by Fay Snyder to adjourn to Executive Session at 8:14 PM for contract issues. Motion carried 5-0.

Motion It was moved by Janet Chalfant to end Executive Session at 8:22 PM. Motion carried 5-0.

The Board meeting reconvened.

Adjournment

Motion It was moved by Glenn Landis that the meeting be adjourned at 8:23 PM. Motion carried 5-0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary