

Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 21, 2007

Attendance:

Board Members: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Larry Burkhart; Cheryl Deck; Pat Ditzler; Martin Hudacs; Glenn Landis; Virginia McGrath; Kay Rohrer; Robert Sabatelli; Fay Snyder.

System Staff: Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; Ed Miller, Special Services Coordinator.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; Debra Rosser-Hogben, Executive Director, Lancaster 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 Diehl at 7:09 PM on Tuesday, August 21, 2007, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the June 19, 2007, meeting, as included in the Board mailing. He noted that the audit was in draft form and discussed at the June meeting, and the final audit will be discussed and voted on later in the meeting. The minutes were approved as presented.

Treasurer's Report

Reinecker referred to the June and July 2007 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the reports. He reviewed the accompanying memos, which explain variances. After discussion, the following motion was made.

Motion

On motion by Dale Reinecker, the System Board of Directors directed that the June 2007 Financial Report be filed for audit. Motion carried unanimously.

- Motion** On motion by Dale Reinecker, the System Board of Directors directed that the July 2007 Financial Report be filed for audit. Motion carried unanimously.
- Audit,
December 31,
2006 Reinecker referred to the audit, dated December 31, 2006, as prepared by Sager Swisher Company and included in the Board mailing. He reported that it is an excellent audit. There was a question about a reference to journal entries in the management letter. Susan Hauer reported that she is now reviewing journal entries.
- Motion** On motion by Dale Reinecker, the System Board of Directors accepted the December 31, 2006, audit as prepared by Sager Swisher Company. Motion carried unanimously.
- President's Report
Nominating
Committee President Diehl reported that, per the Bylaws, a Nominating Committee must be formed to select a slate of officers for 2008. This Committee is to be comprised of three System Board members, and must be approved by the Board. Diehl reported that the following Board members have agreed to serve on the Nominating Committee: Larry Burkhart, Glenn Landis and Dale Reinecker.
- Motion** On motion by Virginia McGrath, the System Board of Directors approved the Nominating Committee, comprised of Larry Burkhart, Glenn Landis and Dale Reinecker, to develop a slate of officers for 2008. Motion carried unanimously.
- Commissioners'
Match –
October 15
Distribution President Diehl reported that with the accepted recommendation that the Commissioners' Match for municipal increases be a two-for-one for 2007, several member libraries are returning to their municipalities to request an increase from the original municipal appropriation for 2007. To give this process more time, an October 1 deadline would be appropriate, rather than the September 1 deadline originally passed by this Board at the June 19, 2007, meeting. After discussion, the following amendment to the June 19, 2007, motion was made.
- Amendment to
June 19,
2007,
Motion** On motion by Glenn Landis, the Library System Board of Directors approved an amendment to the motion from the June 19, 2007, meeting approving the distribution of the Commissioners' Match, to reflect a change in the deadline for submission from September 1, 2007, to October 1, 2007. Motion carried unanimously.

System Membership Agreement – IT Service Plan President Diehl referred to the IT Service Plan included in the Board mailing. The plan was developed by a joint committee of System and member library staff, and has been approved by the Directors' Council. Because the System Board and each member library board approved the System Membership Agreement, the IT Service Plan needs to be approved as part of the Agreement. After discussion, the following motion was made.

Motion On motion by Bud Rettew, the Library System Board of Directors approved the IT Service Plan, as developed by System and member library staff and distributed to the Board. Motion carried unanimously.

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 reported the following: 1) Thank you to all who called or wrote to legislators regarding Keystone Grant funds. Although restored successfully for now, the issue will come up again in September. 2) Because of a backlog of materials in CDTS, a few employees are working overtime to catch up. The current Acquisitions Technician will move to a cataloger position, and a new Acquisitions Technician will be hired. Lee Krieger, Manager, CDTS, is working to improve service, after which he will address the CDTS Service Plan referenced in the System Membership Agreement. 3) The Standards Committee, with Joyce Sands as Chair, will continue to meet to address standards. A recommendation has been made to incorporate their findings into the System Membership Agreement. 4) The System has been awarded a \$3,000 grant from the PA Department of Health for "Sing, Sign & Story Times @ the Public Library" to benefit children and youth with special health care needs.

Special Services Presentation Hauer introduced Ed Miller, Special Services Coordinator. Miller gave a brief overview of Special Services, which extends library services to special populations. The bookmobile currently has 28 senior-related stops, including nursing homes, assisted living homes, apartments; and programs and stops for children, including numerous HeadStart Centers and after-school programs.

Collection Development Policy Hauer reported that each library is encouraged to have a Collection Development Policy. As work towards his MLS, Ed Miller, with input from System staff, developed a policy for the System. After review and discussion by the Board, the following motion was made.

Motion On motion by Ginny McGrath, the Library System Board of Directors approved the System's Collection Development Policy as presented. Motion carried unanimously.

District Library Report	In the absence of Joyce Sands, District Consultant, Debra Rosser-Hogben, District Administrator, referred to the District report included in the Board mailing. She reported that Stacey Brownlie has been hired as a part-time Business Reference Librarian. She noted that the wireless laptop referenced in Sands' report should be reserved by contacting Joyce Sands. Rosser-Hogben referred to the District Agreement, dated 7/1/07 – 6/30/08, included in the Board mailing. She reported that all libraries signed the agreement, and it has been submitted to Commonwealth Libraries.
Directors Council Report	In the absence of Jennifer Raimo, Directors Council Liaison, Deb Beisell reported that the Director Council notes included in the Board mailing are not current. She will get updated June 2007 meeting notes to the Board.

Standing Committees

Executive	President Diehl reported that the Executive Committee reviewed the proposed changes to the Bylaws, and felt that the changes should go back to the Bylaws Committee for further discussion. The Committee recommends that the Finance Committee meet to discuss the effect Manheim Township Library will have on the Commissioners' Match.
Finance	Dale Reinecker, Treasurer, reported that the 2008 budget is being developed and will be presented to the Board in the next month or two.
Human Resources	No report.
Legislative Council	Fay Snyder, Chair, reported that the Council has not met, and there is no report.

Active Ad Hoc Committees

Bylaws	President Diehl reported that a meeting will be scheduled to discuss the proposed changes to the Bylaws.
Governance	Ginny McGrath, Chair, reported that the Committee met just prior to the Board meeting and reviewed available documents. They will meet next month and begin writing policies.
Unfinished Business	Bob Sabatelli expressed appreciation to Susan Hauer and the Finance Committee for whatever comes out of the Commissioners' Match for Manheim Township Library.
New Business Resignation	President Diehl reported that he has received Fay Snyder's letter of resignation from the System Board, effective September 1, 2007. Diehl

thanked Snyder for her service to the System, having held officer positions, including that of President.

- Motion** On motion by Bud Rettew, the System Board of Directors accepted, with regret, the resignation of Fay Snyder from the System Board, effective September 1, 2007. Motion carried unanimously.
- Board Membership President Diehl reported that the Strasburg-Heisler Library Board has nominated Kay Vandergrift to fill Snyder's term, ending in January 2009. Vandergrift's biographical information was distributed to the System Board, and her appointment will be on the agenda at the September meeting.
- Diehl noted that there are vacancies on the System Board from Columbia and Elizabethtown.
- General Comment Sandy Dinoff acknowledged Strasburg-Heisler's gratitude to Snyder for her service to the library; Deb Beisell reported that the Elizabethtown Board is in dialog with an appointee to the System Board; the Elizabethtown Library will open a full service specialty coffee and tea kiosk in October; Katrina Anderson thanked Renee Christiansen for her work on the "Sing, Sign & Story Times @ the Public Library" grant; Ginny McGrath thanked Anderson for sharing the Urban Library Council article.
- Next Meeting The next meeting is scheduled for Tuesday, September 18, 2007, 7:00 PM, Library System office.
- Executive Session
Motion It was moved by Glenn Landis to adjourn to Executive Session at 8:09 PM for personnel issues. Motion carried unanimously.
- The Board meeting reconvened at 8:16 PM.
- Adjournment
Motion It was moved by Ginny McGrath that the meeting be adjourned at 8:17 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary