

Library System of Lancaster County
Minutes of the Board of Directors Meeting
December 13, 2001

Present: Pixie Berman, President; Richard Heilig, Secretary/Treasurer; Nancy Dyrness; Marian R. Gerhart; Terry W. Reber; Mary Ellen Pellington, Executive Director; Shannon Berg, Accountant; Joseph McIlhenney, Manager, Operations and Consulting Services; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Scott Meldrum, Training Coordinator; Katrina Anderson, Director, Quarryville Library; Sharyn Bellafiore, Manheim Township Library Committee; Dianne Brubaker, President, Elizabethtown Public Library; Larry Gagnon, Manheim Township Library Committee; Bernie Gordon, Manheim Township Commissioner; Karen Hutchison, Director, ELANCO Library; Glenn Landis, President, Lititz Public Library Board; Jim Martin, President, Lancaster Area Library; Melanie Muller, Director, Elizabethtown Public Library; Rosanne Perkins, Director, Adamstown Area Library; Jennifer Raimo, Director, Ephrata Public Library; Robert Spotts, Vice President, ELANCO Library Board; Don Smith, Manheim Township Commissioner; Bonnie Young, Director, Lititz 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 Berman at 4:02 PM on Thursday, December 13, 2001, in the 5th Floor Conference Room of the Lancaster County Courthouse. A quorum was present.

Secretary's Report
Minutes Richard Heilig referred to the minutes of the November 8, 2001, meeting, as included in the Board mailing. The minutes were approved as presented.
Approval

Treasurer's Report Richard Heilig reported that the November Financial Statement is on target. He reports no problems with any budget items. After discussion,.

Motion On motion by Richard Heilig and second by Marian Gerhart, the System Board of Directors approved the November 2001 Financial Report. Motion carried 5-0.

President's Report President Berman reported on the following: She read aloud a letter from the Lancaster County Commissioners regarding the appointment of Robert Bowman to facilitate the effort to improve procedures between the Library System and the Lancaster Area Library. She read her letter to Jim Martin, and reported that she and Mr. Martin have met with Mr. Bowman to begin the process.

Ms. Berman reported that she attended all three (3) hearings regarding the Lancaster County Budget 2002, and thanked all those who attended, wrote letters, etc. She thanked the Commissioners and County Administrator Kirchner for the increased funding in 2002.

She met with Manheim Township Commissioners Donald Smith and Bernie Gordon; she continues to seek a location for the consolidation of System staff, and asked Mr. Martin to extend the date of the System's plan to vacate the Lancaster Area Library building, to which Mr. Martin agreed. Ms. Berman reported on the Governor's Advisory Council. She specifically noted Library System staff accomplishments in 2001, and reported that the Library System's staff holiday luncheon is scheduled for Friday, December 14, 11:30 AM. The LAL Board has passed closing the library the afternoon of the 14th for its holiday party, and the library will also be closed on Monday, December 24. She recommended that the System Board approve closing the System office at those times to avoid conflicts with LAL's security system.

Motion On motion by Richard Heilig and second by Marian Gerhart, the System Board of Directors approved that the Library System office close at 11:30 AM on Friday, December 14, and all day Monday, December 24. Motion carried 5-0.

Motion On motion by Richard Heilig and second by Marian Gerhart, the System Board of Directors approved the carryover into 2002 of one (1) vacation day for each of the three (3) employees impacted by the closing on December 24.

Motion On motion by Richard Heilig and second by Marian Gerhart, the System Board of Directors approved the carryover into 2002 of up to five (5) additional vacation days for Mary Ellen Pellington.

Ms. Berman presented Certificates of Appreciation to the following outgoing member library board presidents: Dianne Brubaker, Elizabethtown Public Library; Robert Gaynor, Strasburg-Heisler Library; Bernerd Grissinger, Milanof-Schock Library; Glenn Landis, Lititz Public Library; and Gil Sager, Ephrata Public Library. She recognized and thanked the Library System for their efforts during 2001.

Executive Director's Report In addition to her written report included in the Board mailing, Mary Ellen Pellington reported the Collection Development/Technical Services staff worked 146 hours overtime in November, and processed 2,000 more books than in October; Rhonda Kleiman was named to the Small Business Steering Committee of the Lancaster Chamber of Commerce; Renee Christiansen completed her term as president of the Lancaster County Librarians Association; a letter concerning Maintenance of Local Financial Effort per PA Library Code will be mailed to directors and a copy to presidents.

Manheim Township Branch Library Keystone Grant Jim Martin introduced Manheim Township Commissioners, Don Smith and Bernie Gordon. He had with him the complete Keystone Grant application, reflecting a request of \$279,000. He reported that the opening day collection funds of \$400,000 will be pursued through donations. There was discussion regarding three (3) professional librarian positions, all with equal pay. The question arose as to whether there would be a branch librarian in charge. There was discussion regarding

the \$29,000 salary for the branch librarian. It was reported that this figure is the state-recommended starting salary for a MLS librarian with no professional experience. A mathematical error was pointed out regarding the benefits percentage, and a difference was noted regarding the Quarryville Library population and square footage. Ms. Berman requested that one (1) full bound copy of the application be given to the System office to be kept on file. Marian Gerhart was pleased that the projected hours include Sunday hours. Manheim Township Commissioner Don Smith thanked the System Board of their time and attention to the Keystone Grant application.

Motion On motion by Richard Heilig and second by Terry Reber, the System Board of Directors approved the Manheim Township Board of Commissioners' submission of a Keystone Recreation, Park and Conservation Fund Grant application to the Office of Commonwealth Libraries for funding assistance for a new Manheim Township Branch Library building. Motion carried 5-0.

POWER Library Grant Proposal Mary Ellen Pellington reported on the results of the Request for Proposals to develop the marketing prototype for the POWER Library. The grant committee reviewed the responses, and recommends the selection of the low-bid submitted by Nancy Davis, The Ivy Group, Ltd. After discussion, the following motion was made.

Motion On motion by Richard Heilig and second by Nancy Dyrness, the System Board of Directors approved awarding the bid to develop the POWER Library marketing prototype to the Ivy Group, Ltd., Springfield, PA, at a total cost not to exceed the LSTA grant amount of \$50,000. Motion carried 5-0.

Ressler Mill Foundation Grant Proposal Mary Ellen Pellington reported that Renee Christiansen had one (1) grant request to be submitted to the Ressler Mill Foundation in the amount of \$10,000 for a rotation collection of children's videos and CD-ROMs. After discussion, the following motion was made.

Motion On motion by Nancy Dyrness and second by Terry Reber, the System Board of Directors approved the submission of a grant request in the amount of \$10,000 to the Ressler Mill Foundation to establish a rotation collection of children's videos and CD-ROMs. Motion carried 5-0. Richard Heilig abstained.

Year 2002 Budget Mary Ellen Pellington referred to the Year 2002 Budget distributed to Board members and guests. She thanked Richard Heilig for his immeasurable assistance and support, and referred to numerous line items. After discussion, the following motion was made.

Motion On motion by Richard Heilig and second by Marian Gerhart, the System Board of Directors approved the proposed Library System Year 2002 Budget, with a request for Mary Ellen Pellington to discuss with Lancaster Area Library their revision of priorities, such as purchasing library materials, instead of shelving. Motion carried 5-0.

Mary Ellen Pellington referred Board members to the Proposed Income Budget for 2002 included with the Board packet. She detailed items of State and County funding, including anticipated distributions to member libraries. Richard Heilig excused himself from the meeting during discussion. After discussion, the following motion was made.

Motion On motion by Terry Reber and second by Marian Gerhart, the System Board of Directors approved the disbursement of State and System/County Aid to member libraries in 2002 according to the following guidelines: State Quality Aid - \$1.60754 per capita, based on population of service area assignments, as approved by System Board of Directors on October 11, 2001. \$100,000 will remain with the Library System for new ILS; State Incentive for Excellence Aid to those member libraries that qualify by meeting the state minimum standards for Incentive for Excellence Aid and that exceed the state required financial effort of \$5.00 per capita. The aid shall be computed by the following formula: The amount of total financial effort per capita that exceeds \$5.00 per capital, but is less than \$7.50 per capita, multiplied by the population of the service area, multiplied by \$.80 (80 cents); State Incentive for Excellence, Tier 2 Aid to those member libraries that qualify by meeting the state minimum standards for Incentive for Excellence Aid, Tier 2 and that exceed the state required financial effort of \$7.50 - \$15.00 per capita. The aid shall be computed by the following formula: The amount of total financial effort per capita that exceeds \$7.50 per capital, but is less than \$15.00 per capita, multiplied by the population of the service area, multiplied by \$.083 (8.3 cents); State Equal Grant Aid in equal amounts per library code; Book Aid - based on local library collection expenditure figures in the year 2000, to be spent over and above local library's materials budget. This does not qualify as Local Financial Effort, but rather Systemwide Local Financial Effort; System/County Basic Aid of \$200,000 based on the amount of local municipal/school district effort in 2000 (either in dollars or shared costs) as a percent of the total effort of all members. This will be paid in two (2) equal installments in June 2002 and October 2002. Motion carried 4-0.

Public Comment Karen Hutchison expressed her thanks to Collection Development/ Technical Services for their increased productivity. She also expressed the need for increased staff in Collection Development and Technical Services. Jennifer Raimo also thanked the Collection Development and Technical Services staff and reported that Ephrata Library got 1,000 books in November. She thanked the System staff and Board for all the work they've done throughout the year. Sharyn Bellafiore thanked the System Board for approving the Keystone Grant application.

Next Meeting The next meeting is scheduled for Thursday, January 10, 2002, 4:00 PM, 5th Floor Conference Room, Lancaster County Courthouse.

Executive Session

Motion It was moved by Terry Reber and seconded by Nancy Dyrness to recess to the holiday reception at 5:15 PM, and to go into Executive Session afterwards. Motion carried 4-0. The Board went into Executive Director at 5:35 PM for personnel issues.

Motion It was moved by Terry Reber and seconded by Marian Gerhart to end Executive Session at 5:55 PM. Motion carried 4-0.

The Board meeting reconvened.

Motion It was moved by Marian Gerhart and seconded by Nancy Dyrness to approve personnel actions as filed. Motion carried 4-0.

Adjournment

Motion It was moved by Terry Reber and seconded by Marian Gerhart that the meeting be adjourned at 5:56 PM. Motion carried 4-0.

APPROVED
as presented
January 10, 2002

Pixie Berman, President
Richard Heilig, Secretary