

Library System of Lancaster County
Minutes of the Board of Directors Meeting
December 17, 2014

Attendance:

Board Members: Brandon Danz, President; Diane Tannehill, Vice President; André Fouchet, Secretary; Russell Miller, Treasurer; Christina Diehl; Terry Kauffman; Mendi Lowe; Andrea McCue, Lancaster County Commissioners' Representative.
Absent:

System Staff: Bill Hudson, Administrator; James D. Showalter, Financial Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Stephanie Zimmerman, Training and Development Coordinator.

Guests: Frances Annis, Director, Quarryville Library; Donna Brice, Director, ELANCO Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Kristin Fernetz, Director, Strasburg-Heisler Library; Tom Knapp, Journalist, Lancaster Newspapers; Margaret Perella, Director, Pequea Valley Public Library; Debra Rosser-Hogben, Director, Milanof-Schock Library; Beth Sahd Lititz Public Library; Susan Tennant, Director, Lititz Public Library; Linda Walter, Board President Quarryville Library, Mike Wetherhold, Adamstown Area Library; Jenn Wiggin, 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 Danz at 6:30 PM on Wednesday, December 17, 2014, at the Library System office. A quorum was present.

Public Comment none

Library Presentation Quarryville Library is the feature library. Director Fran Annis presented a power point highlighting all aspects of the library and community; demographics, library usage statistics, innovative programs and services were included. The library partners with school district and pre-schools, started a garden program with the food bank and reported the passport services has resulted in substantial monies. Staff was trained on technology devices used in the library and creative administrative and operational strategies shared. Linda Walter, Board President, explained how the board and committees operate and the successes visiting all local businesses. Her communications wish list included more sharing about strategic plan, system board members to attend library board meetings, Presidents circle meetings were valuable but there was only one this year and there is a need for greater and more effective

advocacy.

Special Discussion: Andre Fouchet reported that a meeting was held focusing on raising money and reducing costs such as administrative costs including payroll, Insurance (not health), copier contracts. Jim Showalter is working on this and more information will come out within a month.
Funding Challenge Jim Showalter said there are potential savings with the use of same audit firm by the member Libraries.

Secretary's Report

Minutes

Approval

André Fouchet, Secretary, referred to the minutes of the November 2014, meeting, as included in the Board mailing. Andre Fouchet moved and Christina Diehl seconded to approve the minutes. The minutes were approved as presented.

Treasurer's Report

Russell Miller, Treasurer, reported that there is not an official report from November. Expect to be at or under budget for year.

President's Report

President Danz reported on the following:
Expressed Happy Holidays to everyone. Starting in January the system board meetings will be held at libraries. Thanked the county for funding, and system board members for their work. He distributed an article to share.

Administrator's Report

Bill Hudson referred to his report included in the Board mailing. He echoed thanks to the county and kudos to Jim and system staff all their work in preparing the 2015 budget. Bill also announced that financial management classes will be offered to the member libraries in a partnership with the PA Association of Non-profit Organizations.

Directors' Council Report

In addition to the approved Directors' Council minutes for November 2014 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Deb Drury said that two board members attended (Diane and Brandon). No questions.

Committees

Finance

Russell Miller, Treasurer, reported on 2015 budget, referring to distributed spread sheet.

Motion

Russell Miller moved and Diane Tannehill seconded to approve the budget as presented. Motion carried unanimously.

Personnel

Terry Kauffman reported that the 360 reviews are completed and will be discussed in executive session tonight.

Development

Terry Kauffman reported that a meeting was held. The focus was

developing a framework for the bookmobile funding effort. Summer Reading programs discussed.

Strategic Plan Diane Tannehill reported that the committee met and she read the reworded vision statement. SWOT work (strengths, weaknesses, opportunities, threats) involved all libraries and this was being analyzed. Mendi Lowe said the anticipated timeline is to have the plan completed before the end of the current board's term. The committee meets every several weeks. Minutes from the board meeting with strategic plan updates are available to all.

Motion Mendi Lowe moved and Russell Miller seconded to approve the Vision Statement as read. Motion carried

Old Business none

3-Point Summary to Directors' Council The Board chose the following three points to include in the summary for reporting to the Directors' Council: 1) Budget passed 2) Vision Statement and 3) Special discussion on funding challenge and greater collaborating and contracting.

Executive Session

Motion On motion by the Board adjourned to Executive Session at 7:50 PM for contract/personnel issues. Motion carried unanimously.

Next Meeting The next regular meeting is scheduled for Wednesday, January 21, 2015 at 6:30 PM. at the Adamstown Area Library.

Respectfully submitted,

Kathy Levine
Recording Secretary