

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
February 14, 2002

Present: Pixie Berman, President; Marian R. Gerhart, Vice President; Richard Heilig, Secretary/Treasurer; Nancy Dyrness; Terry L. Kauffman; Terry W. Reber; Mary Ellen Pellington, Executive Director; 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; Virginia McGrath, President, Adamstown Area Library Board; 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; James Stetina, Executive Director, Lancaster Area Library; Bill Sweger, President, Lititz Public Library Board; 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 4:03 PM on Thursday, February 14, 2002, in the 5<sup>th</sup> Floor Conference Room of the Lancaster County Courthouse. A quorum was present.

Secretary's Report  
Minutes                         Richard Heilig referred to the minutes of the January 10, 2002, meeting.  
**Approval**                     The minutes were approved as presented.

Treasurer's Report  
**Approval**                     Mr. Heilig reported that all line items are on track as of January 31, 2002. After discussion, it was moved by Richard Heilig and seconded by Terry Reber to approve the January Financial Report as presented. Motion carried 6-0.

Mr. Heilig referred to the Central Resource Library's request to reassign budget line items. After discussion, the following motion was made.

**Motion**                     On motion by Richard Heilig and second by Terry Reber, the System Board of Directors approved the Central Resource Library's request to reassign \$15,131.52 of purchased materials to the CRL District Budget for year 2001/2002, and approved requested CRL District Fund Line Item adjustments per memorandum dated February 11, 2002. Motion carried 6-0.

President's Report            President Berman reported on the following: the Strategic Long Range Review Committee, chaired by Marian Gerhart, has begun its review; she attended the Dr. Martin Luther King breakfast with Nancy Dyrness and System staff members; she attended the ELANCO dinner and auction with Mary Ellen Pellington as guests of the Board President, Mike Ireland; she congratulated Ed Miller, Special Services Coordinator, for the praise he earned from Commonwealth Libraries; she congratulated

Mary Ellen Pellington and staff on the receipt of grants from the Oxford and Steinman foundations; she thanked Richard Heilig and Shannon Berg on the design of the System budget reports; she noted the draft of the System's Procedures Manual and suggested that copies of the funding for member libraries section be provided to each member library board after approval; she is maintaining regular contact with Bob Bowman on the plan to improve library services; she presented a Certificate of Appreciation to Jim Martin, who has completed his term as president of the Lancaster Area Library. Jim Stetina accepted the certificate on Jim Martin's behalf.

Executive Director's Report	In addition to her written report included in the Board mailing, Mary Ellen Pellington reported her attendance at the ELANCO auction; she has met with Jim Stetina on two occasions in the past two (2) weeks, and they plan to continue meeting regularly; the Collection Development/ Technical Services staff will work overtime to stay ahead of the workload, and are trying to hire a temporary staff person; she referred to an email sent to Joseph McIlhenney from Commonwealth Libraries regarding a report they had received that three (3) System staff positions are being paid by District Aid. She emphasized that Lancaster Area Library received all District Aid per contract for the Central Resource Library, and that there are no System staff paid from District Aid. She noted that the Governor's Advisory Council will visit Lancaster on March 5 to secure testimony from various library board members and directors. Marian Gerhart requested that a progress report of the baseline evaluations from the spring of 2001 be prepared and distributed to System Board members, library board presidents and directors. Ms. Pellington reported that ticket sales for the author luncheon are high, and the tickets are not yet available to the public. She reported on Bob Bowman's proposal to improve library services, and noted that the member library directors will meet on February 15 to discuss it.
Long Range Strategic Plan Review	Marian Gerhart, Chair, Long Range Strategic Plan Review Committee, reported that the committee has met once and is scheduled to meet again on February 19. She noted that all of the six (6) goals are being reviewed and that Goal 3 has been totally revised. A copy of the Strategic Plan will be sent to all member library boards and directors when it is completed for review and discussion at the System Advisory Council Meeting.  Mary Ellen Pellington reported that the Committee was unanimous in supporting her suggestion to hire a consultant to do a systemwide classification and salary study.
Title Source Book Ordering System	Dzintra Gorman reported on the negotiations with Baker & Taylor. Mary Ellen Pellington asked the Board's approval to discontinue Ingram's <i>I-Page</i> and purchase B&T's <i>Title Source II</i> . She noted that of the \$3,895 cost, \$1,010 each from the Library System and the Central Resource Library that had been budgeted for <i>I-Page</i> , would be applied to the purchase price. During discussion, it was noted that the purchase amount is a yearly charge and will need to be included in the budget. 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 purchase of Baker & Taylor *Title Source II* in the amount of \$3,895 for use by all member libraries and the Library System, using the \$1,010 budgeted for Ingram *I-Page* from the System and CRL budgets as part of this purchase. Motion carried 6-0.
- ILS Update Mary Ellen Pellington referred to the Equipment Distribution (to member libraries) for New ILS Equipment list that was distributed to board members and meeting attendees. Joseph McIlhenney reported that Bonnie Young, Jennifer Raimo, Melanie Muller, Roseanne Perkins, Karen Hutchison, Barb Brosey, Katrina Anderson and Joanne Foss are serving on a committee that will determine recommended circulation policy needs. Bill Hudson noted that the hope is that, after needs are determined, the cost will total less money than is currently being spent.
- Public Comment Virginia McGrath expressed appreciation to the County Commissioners for appointing Bob Bowman to study the best approach to improving library services. Jennifer Raimo reported that the Governor's Advisory Council contacted her for an interview during their March 5 visit, she and questioned the kind of information the interview committee will be seeking, and why these were once again being done behind closed doors. Melanie Muller thanked the Library System for responding to the member libraries' needs, such as training. Terry Kauffman expressed an alternative idea that all staff at the Central Resource Library funded by the Library System Board should become Library System staff., and the Library System would assume direct responsibility for all Central Resource Library services.
- Next Meeting The next meeting is scheduled for Thursday, March 7, 2002, 4:00 PM, 5<sup>th</sup> Floor Conference Room, Lancaster County Courthouse.
- Executive Session
- Motion** It was moved by Richard Heilig and seconded by Nancy Dyrness to adjourn to Executive Session at 4:45 PM for personnel and contract issues. Motion carried 6-0.
- Motion** It was moved by Richard Heilig and seconded by Nancy Dyrness to end Executive Session at 5:15 PM. Motion carried 6-0.
- The Board meeting reconvened.
- Adjournment
- Motion** It was moved by Terry Reber and seconded by Richard Heilig that the meeting be adjourned at 5:16 PM. Motion carried 6-0.

APPROVED  
as presented  
March 7, 2002

Pixie Berman, President  
Richard Heilig, Secretary