

Library System of Lancaster County
Notes of the Board of Directors Meeting
February 20, 2007

Attendance:

Board Members: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Martin Hudacs; Glenn Landis; Virginia McGrath; Kay Rohrer; Fay Snyder. Prospective Members: Cheryl Deck; Pat Ditzler. Absent: Patricia Cox; Rose Eckman; Sue Leggett.

System Staff: Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Financial Coordinator; Renee M. Christiansen, Youth Services Coordinator; Rhonda Kleiman, Business Information Coordinator.

Guests: Katrina Anderson, Director, Quarryville Library; Barbara Basile, Director, Manheim Community Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Steven Bussanmas, Manheim Township Library Committee; John Furry, Manheim Township Resident; Mary Louise Hester, Manheim Township Library Committee; Matt Kane, Commonwealth Libraries; Lilli Ann Kopp, Milanof-Schock Library Board; Wayne Murphy, Manheim Township Resident; Margaret Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Donald Reed, Manheim Township Resident; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Claudia Roun, Director, Moores Memorial Library; Joyce Sands, District Consultant; Linda Skelly, Manheim Township Resident; Robert Spotts, President, ELANCO Library Board; Susan Tennant, Director, Lititz Public Library; B.J. Urling, Commonwealth Libraries; Timothy York, Manheim Township Resident.

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 7:05 PM on Tuesday, February 20, 2007, at the Library System office. A quorum of Core Board members was not present. Action initiated at this meeting will not be official until affirmed at the next meeting, on March 20, 2007.

General Comment A suggestion was made that the Board consider purchasing a property for the System office, rather than renting.

Secretary's Report
Minutes

Proposed Approval

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the December 12, 2006, and January 16, 2007, meetings, as included in the

Board mailing. Pending affirmation by a quorum, the minutes were approved as presented by Board members in attendance.

Treasurer's Report

Dale Reinecker referred to the December 2006 and January 2007 financial reports, as included in the Board mailing. After explanation and discussion, the following proposed motion was made.

**Proposed
Motion**

Dale Reinecker proposed that, pending affirmation by a quorum, the System Board of Directors recommend that the December 2006 Financial Report be filed for audit. There was unanimous approval by Board members in attendance.

**Proposed
Motion**

Dale Reinecker proposed that, pending affirmation by a quorum, the System Board of Directors recommend that the January 2007 Financial Report be filed for audit. There was unanimous approval by Board members in attendance.

Manheim Township
Proposal

Steve Bussanmas, Manheim Township Library Committee, presented a proposal to construct a new building for the Manheim Township Library and to make it an independent library. He reported that the owner of the site in which the library is currently housed has notified the Lancaster Public Library board that the lease will not be renewed, and that the premises must be vacated by June. He reported briefly on finding a temporary site to house the library until construction of a new facility can be completed.

He noted that currently the 38,000 residents of Manheim Township have a 2,050 square foot branch library. With the proposed new building, the library would have 24,000 square feet, at a cost of approximately \$7.7 million. The Lancaster County Commissioners have pledged \$5 million toward building the new library, and grants and fundraising would cover the remaining costs. Bussanmas reviewed the projected income and expenditures. He answered questions before ending his presentation.

Resignations

President Diehl reported that two Board members, Bernie Gordon and Marianne Melleby, have submitted their resignations.

**Proposed
Motion**

Glenn Landis proposed that, pending affirmation by a quorum, the System Board of Directors accept, with regret, the resignation of Bernie Gordon. There was unanimous approval by Board members in attendance.

**Proposed
Motion**

Glenn Landis proposed that, pending affirmation by a quorum, the System Board of Directors accept, with regret, the resignation of Marianne Melleby. There was unanimous approval by Board members in attendance.

New Board Appointees President Diehl reported that the Lancaster Public Library has appointed Pat Ditzler to fill the unexpired term of Bernie Gordon, ending in January 2008.

Proposed Motion Glenn Landis proposed that, pending affirmation by a quorum, the System Board of Directors approve the appointment of Pat Ditzler to fill the unexpired term of Bernie Gordon, ending in January 2008. There was unanimous approval by Board members in attendance.

President Diehl reported that the Milanof-Schock Library has appointed Cheryl Deck to fill the unexpired term of Marianne Melleby, ending in January 2008.

Proposed Motion Glenn Landis proposed that, pending affirmation by a quorum, the System Board of Directors approve the appointment of Cheryl Deck to fill the unexpired term of Marianne Melleby, ending in January 2008. There was unanimous approval by Board members in attendance.

President's Report President Diehl reported on the Leadership Advantage workshop held recently by Leadership Lancaster. He noted that numerous library board members were in attendance.

Committee Assignments Diehl referred to the listing of Committee Assignments for 2006, and asked Board members to review the list and let Donna Westerhoff or him know if they wished to join or stop serving on a committee. Cheryl Deck volunteered to join the Human Resources Committee. Additional members are needed for the Legislative Council. Diehl called for the formation of a new ad hoc Governance Committee. Ginny McGrath will chair the committee and be joined by Kay Rohrer and Pat Ditzler. Additional volunteers are needed.

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) Pictures from the Annual Meeting are posted on the Library System website at www.lancasterlibraries.org; 2) she attended an Innovative Interfaces, Inc. conference in San Jose, and came back with valuable information and ideas; 3) Donna Westerhoff and Jennifer McMorris compiled the Library System Board Manual for each board member. The manual has an abundance of information useful to Board members; and 4) Lee Krieger has been hired as the Manager, Collection Development and Technical Services. His anticipated start date is April 2.

District Library Report In addition to her written report distributed to the Board, Joyce Sands, District Consultant, reported on the following: 1) the Play-A-Ways, preloaded audio books, have arrived and are being processed; and 2) four new databases are available on a trial basis.

Directors Council Report In addition to the Directors Council Report included in the Board mailing and sent electronically to Board Presidents and the Directors2 list serve, Deb Beisell, Directors Council Liaison, reported that there is a concern about patron privacy with the Circulation Committee recommendation that drivers license numbers be included in Millennium patron records. Discussion followed.

Wide Area Network Upgrade President Diehl referred to the Wide Area Network (WAN) Upgrade information sheet distributed previously via email to Board members and included in the Board mailing. He noted that because of the deadline to sign the contract, the Executive Committee polled Board members for their opinions. The contract has been signed, and formal Board approval is needed. After discussion, the following proposed motion was made.

Proposed Motion Glenn Landis proposed that, pending affirmation by a quorum, the System Board of Directors authorize System management to negotiate and enter into a binding contract for Wide Area Network services with Comcast, with the understanding that the unbudgeted expense related to the contract cost in 2007 will be provided with reserve funds not to exceed \$74,000. There was unanimous approval by Board members in attendance.

Standing Committees

Executive The meeting was rescheduled twice due to inclement weather, and was not held.

Finance The meeting was rescheduled twice due to inclement weather, and was not held.

Human Resources Bud Rettew, Chair, referred to the *Code of Ethics and Conflict of Interest Policy for Members of the Library System of Lancaster County Board of Trustees* developed by the Human Resources Committee and included in the Board mailing. After discussion, the following proposed motion was made.

Proposed Motion Dale Reinecker proposed that, pending affirmation by a quorum, the System Board of Directors accept the *Code of Ethics and Conflict of Interest Policy for Members of the Library System of Lancaster County Board of Trustees*, as developed by the Human Resources Committee. There was unanimous approval by Board members in attendance.

Legislative Council	Fay Snyder, Chair, reported that she would like to schedule a Legislative Breakfast for late March or early April. She again asked for volunteers for the Council.
<u>Ad Hoc Committees</u>	
Bylaws	President Diehl reported that the charge before the Committee is officer succession.
Joint Committee on Communication	No report.
System Membership Agreement	<p>Fay Snyder, Chair reported that there is opposition to a few sections of the System Membership Agreement for 2007.</p> <p>A request was made to add wording to Section 2I to reflect that the choice to submit collapsed or expanded versions of the budget be at the discretion of the member library director. This change was agreeable to Board members in attendance.</p> <p>There was lengthy discussion about Sections 2J and 1H concerning the coordination of grant-seeking efforts between the Library System and member libraries. After discussion, the following proposed motion was made.</p>
Proposed Motion	<p>Fay Snyder proposed that, pending affirmation by a quorum, the System Board of Directors approve the System Membership Agreement for 2007 with the additions of wording to reflect that the choice to submit collapsed or expanded versions of the budget be at the discretion of the member library director, and with the deletion of Sections 2J and 1H.</p> <p>The proposed motion failed to be approved by Board members in attendance, and President Diehl referred the matter back to committee.</p>
Funding Task Force	In the absence of Sue Leggett, Chair, President Diehl reported that the task force met in early February. The committee reviewed the charges of the four subcommittees, and there was some shifting of the groups. The full Funding Task Force is scheduled to meet on Tuesday, May 1, 6:00 PM at the System office. Subgroups will meet prior to that date.
Unfinished Business	None.
New Business	None.
General Comment	None.

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Next Meeting The next meeting is scheduled for Tuesday, March 20, 2007, 7:00 PM,
Library System office.

Adjournment President Diehl noted that all proposed actions taken at this meeting will
need reaffirmation, with a quorum, at the next Board meeting. There
being no further business, the meeting was adjourned at 9:05 PM.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary