

Library System of Lancaster County
Minutes of the Board of Directors Meeting
January 8, 2003

Present: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant; Sue Leggett; Wayne Murphy, Voting Members; Greg Diehl; Robert McCarthy; Marianne Melleby; Barbara Grater, Interim System Coordinator; 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; Ed Miller, Special Services Coordinator; Steve Schlegel, Training Coordinator; Carrie Caldwell, Reporter, *Lancaster Intelligencer Journal*; Todd Fabian, Director, ELANCO Library; Bernie Harris, Reporter, *Lancaster New Era*; JoAnne Foss, Director, Lancaster County Library; Melanie Muller, Director, Elizabethtown Public Library; Margie Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Dale Reinecker, Adamstown Area Library Board; Kay Rohrer, Secretary, Pequea Valley Public Library Board; Claudia Roun, Director, Moores Memorial Library; J. Dwight Yoder, Gibble, Kraybill & Hess, Law Offices.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Duff at 7:20 PM on Wednesday, January 8, 2003, at the Ephrata Public Library. A quorum was present.

**Secretary's Report
Minutes** At the request of Dwight Yoder, Donna Westerhoff, Administrative Assistant, referred to the minutes of the November 14, 2002, meeting, as included in the Board packet. She attested to their accuracy, and noted that there were no objections from former Board members. She was told by the former Board President to do with them what seems appropriate.

**Treasurer's Report
2002 Year-End
Financial Report** Joe Duff reported that Shannon Berg, Accountant, was available to address questions. After review and discussion, the following motion was made:

Motion It was moved by Mike Ireland that the System Board accept the 2002 Year-End Financial Report as presented. Motion carried 6-0.

2003 Budget Joe Duff explained the need to begin the year with an approved budget. The budget for 2003 was not approved by the former Board. Shannon Berg joined the Board to answer specific questions. Barbara Grater noted that in order for staff and bills to be paid, a budget must be passed. After review and discussion, the following motion was made.

Motion It was moved by Janet Chalfant that the Board of Directors approve that the 2003 budget be filed for audit. Motion carried 6-0.

President's Report	President Duff reported that Barbara Grater had been asked and had agreed to act as Interim System Coordinator until this meeting.
Interim System Administrator's Report	Barbara Grater reported the following: 1) She met with the System staff on Monday morning; 2) She reported that Mary Ann Heltshe, Community Relations Coordinator, has prepared positive press to the effect that the System is still active and doing positive things for the community. 3) The State requires that ten Directors Council meetings be held per year. She has begun the process of evaluating the feasibility of combining the System and District for the meetings.
Authorization to Sign Checks	President Duff reviewed the method used to sign checks previously. Dwight Yoder read from the Library System Bylaws, Article IX, Required Signatures. During discussion, the Board recognized the logistic difficulty in getting signatures from the Treasurer and one other officer or system administrator for every check written. It was proposed that when the Bylaws are revised, the wording include "Board-approved policy," rather than specific check amounts requiring one or two signatures. After discussion, the following motion was made.
Motion	It was moved by Mike Ireland that the System Board of Directors approve the following provisional check signing procedure: Pending changes to the Bylaws, the Board allows the System Coordinator/Administrator to sign checks up to \$250; check amounts over \$250 require two signatures - the administrator and one officer, or two officers. Motion carried 6-0.
Appointment of Committees	It was determined that the appointment of the Contract/Bylaws, Finance and Budget, and the Search Committees be tabled until the next meeting.
Tutor.com	Renee Christiansen referred to a handout included in the Board packet regarding Tutor.com, an online live homework help service, which was contracted for during 2002. It is scheduled to "go live" on February 3, 2003. She explained the service in detail and noted that the Library System of Lancaster County is the third library system in Pennsylvania to acquire the program. The cost for the first year is \$30,000.
Chapter-a-Day	Mary Ann Heltshe reported on Chapter-a-Day, an online book club available to Library System of Lancaster County patrons. A portion of a book is emailed daily to each participant. <i>Tuesdays With Morrie</i> , the United We Read selection, and <i>Ava's Man</i> by Rick Bragg, guest author for the National Library Week Luncheon, will be included. Cost is \$700 per year for all 16 library locations, plus an initial \$250 set-up fee. Start date will be January 13, 2003.
Set Meeting Dates for 2003	Joe Duff referred to the draft of the meeting dates for the 2003 System Board meetings. He noted that meetings will be held on the third Tuesday of the month, 7:00 PM, at rotating host library locations. Dwight Yoder noted that a public legal notice must be placed for the meetings, and stressed that speed in determining locations, is essential. Jennifer Raimo offered to poll all library directors for availability of their conference

rooms, and submit the results to Donna Westerhoff by Monday, January 13.

Reconsider
Appointment of
Bylaws
Committee

It was determined that the revision of the Bylaws should be a high priority for the System Board. Therefore, the Board agreed to reconsider the tabling of the appointment of the Bylaws Committee. Joe Duff, Mike Ireland and Wayne Murphy offered to serve on the Committee, with Dwight Yoder serving as legal counsel.

Public Comment

Bill Hudson, Manager, Information Technology, suggested that Library System staff introduce themselves to the new Board; Jennifer Raimo asked that the Library System send letters to Vicki Phillips, Superintendent, School District of Lancaster, congratulating her on her nomination by Governor-Elect Ed Rendell as the Secretary of Education for the Commonwealth of Pennsylvania, and to the County Commissioners thanking them for the restoration of funding; Mary Ann Heltshe noted that United We Read will officially begin on Tuesday, January 14; Mike Ireland and Joe Duff thanked the Library System staff for “sticking it out” during the last several difficult months, and that they are looking forward to a fresh start.

Next Meeting

The next meeting is scheduled for Tuesday, January 21, 2003, 7:00 PM, location to be determined.

Executive Session

Motion

It was moved by Wayne Murphy to adjourn to Executive Session at 9:00 PM for personnel and contract issues. Motion carried 6-0.

Motion

It was moved by Fay Snyder to end Executive Session at 9:55 PM. Motion carried 6-0.

The Board meeting reconvened.

Motion

It was moved by Fay Snyder that the System Board approve a pay increase of 4%, across the board, to Library System staff. Motion carried 6-0.

Motion

It was moved by Wayne Murphy that the position of Interim System Coordinator be offered to an individual discussed by the Board, at a pay scale to be determined. Motion carried 6-0.

Adjournment

Motion

It was moved by Janet Chalfant that the meeting be adjourned at 9:45 PM. Motion carried 6-0.

The Board meeting again was reconvened.

Motion

It was moved by Wayne Murphy that the Fulton Bank authorization application include the signatures of three officers and the Interim System Coordinator Motion carried 6-0.

Announcement

President Duff announced that after private discussion with the candidate, Barbara Grater was offered and accepted the position of Interim System Coordinator for the Library System of Lancaster County.

Adjournment

Motion

It was moved by Wayne Murphy that the meeting be adjourned at 10:05 PM. Motion carried 6-0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary