

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
January 21, 2003

Present: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Sue Leggett, Wayne Murphy, Voting Members; Greg Diehl, Glenn Landis, Robert McCarthy, Marianne Melleby, Dale Reinecker, Bud Rettew, Kay Rohrer, Non-Voting Members; 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; Rhonda Kleiman, Business Information Coordinator; Katrina Anderson, Director, Quarryville Library; Sandra Dinoff, Director, Strasburg-Heisler Library; JoAnne Foss, Director, Lancaster County Library; Virginia McGrath, President, Adamstown Area Library Board; Margie Perella, Director, Pequea Valley Public Library; Paul Plum, Pequea Valley Public Library Board; Jennifer Raimo, Director, Ephrata Public Library; Bill Sweger, President, Lititz Public Library Board.

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 7:03 PM on Tuesday, January 21, 2003, at the Ephrata Public Library. A quorum was present.

Secretary's Report  
Minutes

**Approval**

Mike Ireland referred to the minutes of the January 8, 2003, meeting, as distributed to the Board. It was noted that the motion under Treasurer's Report, 2002 Year-End Financial Report, should read, "It was moved by Mike Ireland that the 2002 Year-End Financial Report be filed for audit. Motion carried 6-0."

Under 2003 Budget, the motion should read, "It was moved by Janet Chalfant that the Board of Directors approve the 2003 budget. Motion carried 6-0."

The minutes were approved as corrected.

Treasurer's Report

Mike Ireland reported on the following: 1) the System has applied for an insurance policy to assure that all System Board members and staff are bonded; 2) a change in the process used for check-signing will be tried – the first and third Fridays, rather than weekly; and 3) the January 2003 financial report will be ready for the February 18 meeting.

President's Report

President Duff reported that revisions to the Bylaws to suit the System structure are being developed by the Bylaws Committee, and the revised Bylaws should be ready for review at the next meeting.

Interim System  
Administrator's  
Report

Barbara Grater reported the following: 1) her anticipated hours in the office will be Monday and Wednesday morning, plus additional time, as needed. She also gave her home phone number and email address for

those needing to reach her at other times; 2) all programs are progressing as planned; 3) the District Consultant will be moving into an office in the Lancaster County Library to accommodate the position being located at the District Library Center; 4) she and Ginny McGrath, Chair of the Advisory Committee, are planning an Advisory Committee meeting, with the date to be determined; and 5) District funds are insufficient to cover all the services required, and the System has been paying the difference. She and JoAnne Foss will meet to plan how to resolve the issue.

Old Business  
Committee  
Appointments

The following Committees were discussed and members assigned: 1) Executive Committee—consists of the President, Vice President and Secretary/Treasurer, and meets as needed; 2) Nominating Committee—consists of three Board members elected by the Board in early fall; 3) Bylaws Committee—temporary committee appointed at the January 8 meeting to review and revise the Bylaws to suit the new System structure. Joe Duff, Mike Ireland and Wayne Murphy will work with Attorney Yoder on the revised Bylaws; 4) Contract Review Committee—will review all System contracts. Committee members—Fay Snyder, Mike Ireland and Sue Leggett; 5) Finance/Budget Review Committee—to establish financial policies, evaluate budget and capital expenditures. Mike Ireland will chair the committee, and Greg Diehl, Shannon Berg, Sandy Dinoff and Jennifer Raimo will serve; 6) Site Search Committee—temporary committee to find new location for entire System office; committee members—Fay Snyder, Sue Leggett, Bill Hudson, Shannon Berg and Dzintra Gorman; 7) Personnel/Human Resources Committee—to review Human Resources Policies and make recommendation to Board regarding salary increases; Marianne Melleby, Wayne Murphy and Bud Rettew; and 8) System Administrator Search Committee—a temporary committee to conduct the search for a System Administrator, hold interviews with candidates, and make recommendation to Board. Those on the Committee are: Janet Chalfant, serving as temporary chair, Dale Reinecker, Sandy Dinoff, JoAnne Foss, Margie Perella and Jennifer Raimo.

New Business  
LSTA Grant

Todd Fabian, Director, ELANCO Library, is applying for a Library Services Technology Act (LSTA) Grant, a state program for financial assistance (tuition reimbursement) for him to pursue his Masters Degree in Library Science. Letters of support from both the System (Barbara Grater) and District (JoAnne Foss) Administrators must accompany the application. Library System Board approval is necessary. After discussion, the following motion was made.

**Motion**

On motion by Wayne Murphy, the System Board of Directors approved the application of Todd Fabian, Director, ELANCO Library, for Tuition Reimbursement for MLS course work from the Commonwealth Libraries through a Library Services Technology Act (LSTA) Grant. Motion carried 6-0.

Public Comment

Jennifer Raimo suggested that tent-style nameplates be created for the System Board. Mary Ann Heltshe will design the plates.

Next Meeting                   The next meeting is scheduled for Tuesday, February 4, 2003, 7:00 PM, at the Elizabethtown Public Library.

Executive Session

**Motion**

It was moved by Wayne Murphy to adjourn to Executive Session at 7:42 PM for contract and personnel issues. Motion carried 6-0.

Continuation of  
Regular Meeting  
Before Executive  
Session

Sandy Dinoff, Director, Strasburg-Heisler Library, asked the Board to consider, before Executive Session, the LSTA Grant application of Jessica White, Senior Clerk, who is pursuing her MLS. Ms. Dinoff was unaware of the due date for LSTA Grant submission, and asked the Board's approval in advance of reviewing Ms. White's application. After discussion, the following motion was made.

**Motion**

On motion by Mike Ireland, the System Board of Directors approved the application of Jessica White, Senior Clerk, Strasburg-Heisler Library for Tuition Reimbursement for MLS course work from the Commonwealth Libraries through a Library Services Technology Act (LSTA) Grant. Motion carried 6-0.

The System Board moved into Executive Session.

**Motion**

It was moved by Wayne Murphy to end Executive Session at 8:30 PM. Motion carried 6-0.

The Board meeting reconvened.

**Motion**

On motion by Wayne Murphy, the System Board of Directors approved a promotion to Library Assistant II, effective January 13, 2003, for Grisely DeJesus, at an annual salary as noted in Personnel Actions as Filed. Motion carried 6-0.

Adjournment

**Motion**

It was moved by Mike Ireland that the meeting be adjourned at 8:45 PM. Motion carried 6-0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary