

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
July 15, 2003

Present: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Wayne Murphy, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Marianne Melleby, Dale Reinecker, Bud Rettew, Non-Voting Members; Barbara B. Grater, Interim System Administrator; Shannon Pierce, Accountant; Donna J. Westerhoff, Administrative Assistant; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Katrina Anderson, Director, Quarryville Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; Joseph McIlhenney, District Consultant; Jennifer Raimo, Director, Ephrata Public Library; Robert Spotts, President, ELANCO 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 Duff at 7:02 PM on Tuesday, July 15, 2003, at the Quarryville Library. A quorum was present.

Secretary's Report  
Minutes                 Mike Ireland referred to the minutes of the June 17, 2003, meeting, as  
**Approval**                 included in the Board mailing. The minutes were approved as presented.

Treasurer's Report     Mike Ireland reported that adjustments have been made to reflect the changes the Board approved in prior months. He noted that insurance and periodicals show an increase over budgeted amounts. He reported that the Finance Committee recommends the Financial Report for June 2003 be accepted and filed for audit. After discussion, the following motion was made:

**Motion**                 On motion by Mike Ireland, the System Board of Directors directed that the June 2003 Financial Report be filed for audit. Motion carried 6-0.

President's Report     President Duff reported on the following: 1) He and Bonnie attended Press Day and had fun traversing the maize maze. 2) We will have a better idea of the consequences of the state budget by next meeting.

Interim System  
Administrator's  
Report                 Barbara Grater reported the following: 1) Regarding the Internet filtering ruling overturned by the Supreme Court, the Library System is in compliance. The filtering device is in place and functioning. At this time, if a patron wants a site unblocked, the library staff will contact Bill Hudson so he can unblock the site. He got the filters installed on July 1 and sent a list of Frequently Asked Questions to directors. 2) The first Access PA report utilizing actual circulation statistics, rather than a sampling period, was submitted to Commonwealth Libraries. The numbers are up, compared to the last reporting period. 3) Jeff Somerfield compiled registration figures, and determined that libraries in Lancaster

County have issued 28,000 new cards in the past year. There are 174,500 library cardholders in the county, which is 37% of the population. 4) She asked everyone to call the legislators they know and ask them to remember public libraries when it is time to vote on the state budget.

#### Committee Reports

##### System Administrator Search

Janet Chalfant reported that the Committee met with Donald Sager and Sarah Long from Gossage Sager Associates. They received 16 applications, conducted preliminary interviews and will arrange five interviews on August 8 and 9. The pool will then be narrowed to two, from which the Committee may choose. Joe Duff noted that he and the Committee seemed satisfied with the candidates thus far.

##### Site Search Update

Fay Snyder thanked all who have been working hard to stay on top of the details of the relocation. She noted that Shannon Pierce is getting a handle on the costs. A mid-September move is anticipated.

##### Personnel

Wayne Murphy – no report.

##### Finance/Budget Review

Mike Ireland reported that there is a need to define the role of the Central Resource Library. Barbara Grater noted that an Ideal Central Resource Library Committee has been formed, has met twice, and will meet again in August. Serving on the Committee are: Sandy Dinoff, Strasburg; JoAnne Foss, LCL; Rhonda Kleiman, Library System; Herb Landau, Milanof-Schock; Roseanne Perkins, Adamstown; Jennifer Raimo, Ephrata; Cathryn Smyth, LCL; and Bonnie Grater, Library System.

##### Contract Review

Mike Ireland - no report.

#### Old Business

##### System Membership Agreement

Barbara Grater reported that at the Directors Council meeting on Friday morning, the Directors agreed to revise the wording of Section 2L to “Libraries whose total annual collection budgets are \$15,000 or less will order 75% of those materials through the Collection Development/ Technical Services (CDTS) of the System. All others will order 90% through the System CDTS (this will be phased in over a two-year period from the first adoption of this agreement).” During discussion, it was stressed that individual libraries do not want to jeopardize their uniqueness by being required to purchase designated materials. Glenn Landis reported that the Lititz Public Library Board asked him to make the following motion:

##### **Motion**

Glenn Landis moved that the Library System Board of Directors drop Section 2L, as quoted above, from the System Membership Agreement.

Lengthy deliberation followed, in which batching, the power and efficiency of bulk buying, the uniqueness of each library, and requirements to be a member of the System were discussed.

##### **Vote**

Motion defeated 6-0.

There was opposition voiced regarding Section 2G, and the requirement to submit IRS Form 990 and other documents to the System. It was noted that the wording of the Section does not state that these documents be submitted to the System, but by applicable deadlines. There was consensus that, for clarification, the words, "to appropriate entity" be added to the end of Section 2G. It was also felt that "audits or financial reviews" should be listed, along with the other forms and documents noted.

**Motion** It was moved by Janet Chalfant to accept the System Membership Agreement as amended. Motion carried 5 – 0. Wayne Murphy abstained.

President Duff offered to send a letter of explanation of questions raised by the System Membership Agreement to the Lititz Board. Glenn Landis thanked him, but declined the offer, stating that he and Bonnie Young will be able to explain the questions.

**Public Comment** Bonnie Young noted that she supports her board's misgivings concerning the wording of the System Membership Agreement, but that she was convinced at the Directors Council meeting that the sentence should remain in the agreement. She congratulated Bill Hudson and his staff for the speedy installation of the Internet filters.

**Next Meeting** The next meeting is scheduled for Tuesday, August 19, 2003, 7:00 PM, Lancaster County Library.

**Adjournment**

**Motion** It was moved by Mike Ireland that the meeting be adjourned at 8:07 PM. Motion carried 6 – 0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary