

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
July 19, 2005

Attendance:

Board Members: Voting: Fay Snyder, President; Greg Diehl, Secretary/Treasurer; Glenn Landis; Marianne Melleby; Kay Rohrer. Absent: Janet Chalfant, Vice President; Robert McCarthy.  
Non-voting: Bernard Gordon; Sue Leggett. Absent: Patricia Cox; Joe Duff; Dale Reinecker; Bud Rettew; Molly Henderson, Lancaster County Commission.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator; Susan Nevin, Acquisitions Manager.

Guests: Katrina Anderson, Director, Quarryville Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; Debra Rosser-Hogben, Executive Director, Lancaster County Library; Joyce Sands, District Consultant.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Snyder at 7:14 PM on Tuesday, July 19, 2005, at the Library System office. A quorum was present.

General Comment President Snyder asked for comments from the guests. There were none.

Secretary's Report  
Minutes  
**Approval** Greg Diehl, Secretary/Treasurer, referred to the minutes of the May 10, 2005, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Greg Diehl referred to the April, May and June 2005 financial reports, as included in the Board mailing. In the April report, he noted the payment to Bernan's Government Info and the distribution to Milanof-Schock Library, which was determined to be the final LSTA grant payment. In the May report, he noted the payment to Live Homework Help. In the June report, the Projection screen for the conference room was moved from General Office Equipment to 54132, Computer Equipment and Software. He reported that the Finance Committee has reviewed the

reports, and the Library System is on track to complete the year on budget. After discussion, the following motion was made:

**Motion** On motion by Greg Diehl, the System Board of Directors directed that the April, May and June 2005 Financial Reports be filed for audit. Motion carried 5-0.

District Center  
Library Debra Rosser-Hogben, District Administrator, introduced Joyce Sands, who has been hired as the District Consultant. Rosser-Hogben noted that the District Center offers services to member libraries in several areas, including continuing education, field visits and assistance, the review and submittal of annual reports to the state, and liaison to the state library.

Joyce Sands reported on the following: 1) work has begun on the renegotiation of the district contract, since the amount negotiated previously has been increased; 2) the Lancaster County Library will change its name to the Lancaster Public Library, effective September 1; 3) plans are for the BIZ Library to go forward; 4) work will begin on the Plan for Use of State Aid; and 5) the District will schedule two more District Advisory Council meetings during 2005, to remain in compliance with the state code.

Directors Council  
Report Sandy Dinoff, Directors Council Liaison to the System Board, reported the following information from the Directors Council: 1) There is a need to develop a coordinated response to funding shortfalls; 2) A strategy needs to be developed on how to deal with municipalities who do not fund their libraries adequately. State law requires libraries to provide basic services, which can be defined as print materials only. Audio visual, computers, etc. could be defined as enhanced services and not available to patrons who live in municipalities that do not provide sufficient support to their libraries. The Library Directors request that the System Board form a Task Force to determine the definitions of basic and enhanced services, including the possibility of cutting services to some areas.

**Motion** On motion by Kay Rohrer, the System Board of Directors approved the formation of a Task Force composed of Library Directors, Library Board members, System Board members and other library representatives to define basic and enhanced services, and to develop leverage for local municipal support. Motion carried 5-0.

3) Dinoff reported that during Directors Council discussions, the opinion emerged that because of the difficulty of separating library business and System business, the Library Directors request that the System Board of Directors consider not sitting on both System and member library Boards.

(Note: At the current time, 4 libraries – Elizabethtown, Lancaster, Quarryville and Strasburg – have non-Board members as their representative to the System Board.) This philosophy could extend to the System Board eventually becoming a regional board, rather than the current representative board. Lengthy discussion followed. The System Board suggested that Dinoff write a report, detailing the opinions of the Directors Council and the reasons for the opinions.

Committee Reports  
Referendum  
Update

Susan Hauer referred to the Referendum Results by Polling Place, as included in the Board mailing. There was discussion about various outcomes.

Kay Rohrer, Chair Legislative Council, reported that a meeting is being planned, possibly Wednesday, August 3, to begin an approach to encourage the State legislators to increase funding to libraries.

Hauer thanked the Library Directors for beginning to develop a strategy for municipalities.

Hauer reported that PLEDGE has outstanding bills totaling approximately \$3,926. After discussion, the following motion was made.

**Motion**

Glenn Landis moved that the System Board of Directors approve the payment of outstanding PLEDGE campaign bills totaling approximately \$3,926.

**Motion  
Withdrawn**

After further discussion, Landis withdrew his motion when it was noted that at its March 15, 2005, meeting, the System Board approved expending “up to \$25,000, taken from savings, for the upfront campaign expenses. The funds will be reimbursed to the System from the money raised by PLEDGE.” The System will pay the vendors, and PLEDGE will continue to try to raise the necessary funds to reimburse the System.

Human  
Resources

In the absence of Bud Rettew, Chair, Human Resources Committee, Donna Westerhoff referred to the retirement account documents included in the Board mailing. She reported that the previously approved HR policies contained changes to the eligibility requirements, and that Board action is necessary.

TIAA-Cref, the System employee retirement account administrator, recommends that the HR policies be reworded to reflect that a retirement account will be opened for all new employees after the completion of a satisfactory probationary period of at least 90 days, and that the attainment of age 21 remain a requirement for eligibility. If approved, the

wording in the HR policies will need to be altered to reflect these changes.

**Motion** On motion by Greg Diehl, the System Board of Directors approved the following change to the eligibility requirements of the retirement account: *The completion of a Probationary Period of at least 90 days at the Institution, and that the Retirement Account section of the HR policies will read, After the completion of a satisfactory probationary period of at least 90 days, regular full-time employees who have attained the age of 21, are eligible for participation in the retirement plan. A retirement account shall be provided on an employee contributory basis of at least 5%, with the Library System matching a maximum of 5%. Full details are available in the Defined Contribution Plan.* Motion carried 5-0.

There was discussion concerning the current vesting schedule for the Library System retirement accounts. There was consensus that current employees' retirement accounts should not be changed, but a 5-year straight line vesting schedule should be included in new hires' accounts. After discussion, the following motion was made.

**Motion** On motion by Bernie Gordon, the System Board of Directors recommends to the HR Committee that a 5-year straight line vesting schedule for all eligible new hires' retirement accounts be adopted. Motion carried 5-0.

System Membership Agreement Fay Snyder referred to a copy of the System Agreement included in the Board mailing. The agreement is dated August 2003, but took effect January 1, 2004. She recommended that each Board member share the agreement with their respective library boards and library directors to begin the process of renewal.

Old Business None.

New Business None.

Next Meeting The next meeting is scheduled for Tuesday, August 16, 2005, 7:00 PM, Library System office.

Executive Session

**Motion** It was moved by Kay Rohrer to adjourn to Executive Session at 9:25 PM for personnel issues. Motion carried 5-0.

**Motion** It was moved by Kay Rohrer to end Executive Session at 9:45 PM. Motion carried 5-0.

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The Board meeting reconvened.

**Motion**

It was moved by Glenn Landis to grant the System Administrator seven additional vacation days, as a one-time bonus for performance during the referendum campaign. Motion carried 5-0.

Adjournment

**Motion**

It was moved by Glenn Landis that the meeting be adjourned at 9:46 PM. Motion carried 5-0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary