

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
July 18, 2006

Attendance:

Board Members: Voting: Greg Diehl, President; Bud Rettew, Vice President; Glenn Landis; Sue Leggett; Marianne Melleby. Absent: Dale Reinecker, Secretary/Treasurer; Rose Eckman.  
Non-voting: Bernard Gordon; Martin Hudacs; Virginia McGrath; Kay Rohrer. Absent: Patricia Cox; Fay Snyder; Molly Henderson, Lancaster County Commission.

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Financial Coordinator; Donna Brice, Acquisitions Manager; Rhonda Kleiman, Business Information Coordinator.

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Beth Wood Bergman, Elizabethtown Public Library Board; Sandra Dinoff, Director, Strasburg-Heisler Library; Pat Ditzler, President, Lancaster Public Library Board; Jennifer Raimo, Director, Ephrata Public Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Claudia Roun, Director, Moores Memorial Library; Joyce Sands, District Consultant; Susan Tennant, 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 Diehl at 7:05 PM on Tuesday, July 18, 2006, at the Library System office. A quorum was present.

General Comment Jennifer Raimo commented on the numerous meetings being held, and that communication has improved and been productive; Pat Ditzler noted that the Funding Task Force subcommittees are top heavy with System staff.

Secretary's Report  
Minutes

Glenn Landis reported in the absence of Dale Reinecker, Secretary/Treasurer. He referred to the minutes of the June 20, 2006, meeting, as included in the Board mailing and asked for comment.

Bernie Gordon reported that on Page 1, General Comment, the minutes did not include Deb Beisell's comment regarding use of a consent agenda; {Secretary's Note: It was later determined that Beisell's comment was during the second General Comment portion, found on Pages 7 and 8, and

the changes were made there, rather than on Page 1.}. On Page 4, Distribution of Remaining Commissioner Incentive, Gordon requested that the following statement made by him be added to the minutes: *Gordon stated that changing the distribution formula is self-serving and an ethical violation.* He also noted that Katrina Anderson's comment was out of order, and asked that it be stricken from the minutes. There was consensus among Board members to strike the comment. Gordon suggested that the Board meetings be tape-recorded. President Diehl asked him to raise the topic during New Business.

President Diehl noted that on Page 2, the word "Directors" should be added to the motion under District Agreement.

**Approval**

After discussion, the minutes were approved with the above additions, deletion and correction.

Treasurer's Report

Glenn Landis reported in the absence of Dale Reinecker, Secretary/Treasurer. He referred to the June 2006 financial report, as included in the Board mailing, and noted the explanation of items exceeding 50% and not explained in a previous report. After discussion, the following motion was made.

**Motion**

On motion by Ginny McGrath, the System Board of Directors directed that the June 2006 Financial Report be filed for audit. Motion carried 4 – 0.

President's Report

President Diehl reported that a great deal of activity and numerous meetings are going on, and he thanked everyone for their efforts.

Library System  
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) The Administrator's Report reflects the efforts of all System departments; 2) She referred to her use of the "SWOT" analysis categories as relate to the Lancaster County library community – Strengths, Weaknesses, Opportunities, and Threats.

There was a question about the recent Millennium crash and the failure of the back-up system. She reported that, although the failure of three key systems within Millennium should not have happened at all, and is likely to never happen again, the back-up procedure has been reviewed and will be tested periodically.

District Center  
Library

Joyce Sands, District Consultant, reported on the following: 1) The "Ask Here PA" mobile reference service trial began July 17, with LPL reference staff operating the service on a part-time basis. Full rollout of

the program is scheduled for September 6. 2 ) LPL will host a Spanish language workshop for library staff on October 4, 5, 18, and 19. The workshop is sponsored by Commonwealth Libraries.

Directors Council  
Report

Katrina Anderson, Directors Council Liaison, referred to copies of the Directors Council notes at each Board member's seat, and noted that she has no additional report. She asked if there were any questions, and there were none.

Standing Committees

Executive

President Diehl referred to the presentation by Life Management Associates (LMA) at the Executive session following the June Board meeting. He noted that he has had all positive feedback from the presentation. The contract proposal between LMA and the Library System accomplishes two objectives– it provides both board and executive. development. The Executive Committee recommends that up to \$4,000 be expended for the contract.

**Motion**

It was moved by Glenn Landis that the Library System Board of Directors enter into a contract with Life Management Associates, with a limit of \$4,000 to be expended.

There was a question about which budget line will be used to pay the fee. Diehl noted that funds could come from both the Board Development and the Contracts line.

Motion carried 4 – 0.

Finance

Glenn Landis reported that the auditors report will be sent via email as a PDF file to Board members, for action at the August meeting. Following a question, he noted that in the past the auditor has sometimes attended Board meetings to present the audit, and sometimes has not. John Murr, Sager Swisher and Company, has presented the audit to the Finance Committee.

Human  
Resources

No report.

Legislative  
Council

In the absence of Fay Snyder, Chair, Susan Hauer reported that the July 24 Legislative Council meeting has been postponed and will be rescheduled for September.

Ad Hoc Committees

Funding Task  
Force

Sue Leggett reported that representatives of the four sub groups met to develop the presentation for the full task force meeting, scheduled for

Wednesday, July 19, 6:00 PM, at the System office. She reported that this will be an informative meeting and encouraged attendance. In response to a question, Leggett reported that funding figures are being discussed.

- Bylaws President Diehl asked Board members to report on the status of presentations of the Proposed Voting Modifications to individual library boards. Four library boards have approved the proposal, and others will discuss the plan at upcoming meetings.
- Joint Committee on Communication President Diehl reported a significant improvement in communication. The focus at the last meeting was to be on strategic planning, but discussion led in other directions. The consensus among the Committee members is that they do not need to meet again, unless a communication concern arises.
- Unfinished Business None.
- New Business
- Tape-Recording of Meetings It was suggested that, for the sake of accuracy and thoroughness, the Board consider tape-recording its meetings. The Board discussed the pros and cons of the suggestion, and the following motion was made.
- Motion** It was moved by Glenn Landis that the System purchase equipment, if necessary, to record future Board meetings. After further discussion, the motion failed, 2 to 3.
- Protocol A suggestion was made that correspondence from the System, such as letters to the editor, municipal officials, etc., should be sent out with the Board president's signature. After discussion, there was consensus among Board members that, although quality assurance must be maintained, the System should not constrain itself with a firm rule either way. The recommendation was that the Board President and the System Administrator discuss and decide among themselves from whom correspondence will be sent.
- Ethics President Diehl reported that he has been asked to conduct research into whether or not the System must file forms with the State Board of Ethics. Susan Hauer checked with the state library and other library systems, and reported that Commonwealth Libraries files two forms –the Governors Code of Conduct and a Statement of Financial Interest. A System board in a nearby county recently developed a conflict of interest statement, and she will receive a copy after its approval. Sager Swisher and Company, the System's accounting firm, reported that the System is not a government agency, and therefore, is not governed by the Governmental

Accounting Standards Board (GASB) #34. After discussion, it was determined that the System should seek the advice of an attorney versed in ethics to determine what, if any, forms the System and individual Board members must submit. Concern was expressed regarding a conflict of interest, with Board members serving on both the System Board and individual library boards.

General Comment Ginny McGrath commented on the composition of the Funding Task Force subgroups. Sue Leggett reminded those in attendance that the July 19 meeting of the FTF is an important one to attend if you want your ideas heard. Susan Hauer recognized Bud Rettew for the recent publication of *Treason in Christiana*, a history of the Christiana Riots. Rettew reported that proceeds from the book benefit Moores Memorial Library, and two other libraries outside the county. Deb Beisell commented on the percentage of the workweek that directors can spend attending meetings, and hoped that creative solutions can be found. Joyce Sands thanked Greg Diehl for going out of his way to sign a Keystone grant application so it would meet its submission deadline.

Adjournment

**Motion**

It was moved by Bud Rettew that the meeting be adjourned at 8:15 PM.  
Motion carried 4 – 0.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary