

Library System of Lancaster County
Minutes of the Board of Directors Meeting
June 15, 2004

Attendance:

Board Members: Voting: Joe Duff, President; Greg Diehl, Secretary/Treasurer; Janet Chalfant, Jeffrey Griel, Glenn Landis. Absent: Fay Snyder, Vice President; Kay Rohrer.
Non-voting: Mike Ireland; Sue Leggett; Marianne Melleby; Dale Reinecker. Absent: Robert McCarthy; LaVerne Rettew; Mollie Henderson, Lancaster County Commissioner.

System Staff: Susan L. Hauer, Administrator; Shannon Jones, Controller; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; Rhonda Kleiman, Business Information Coordinator.

Guests: Deborah Beisell, Administrator, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Joseph McIlhenney, 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 Duff at 7:09 PM on Tuesday, June 15, 2004, at the Library System office. A quorum was present.

Secretary's Report
Minutes

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the May 18, 2004, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl referred to the 2004 financial report, as included in the Board mailing. He reported that the Finance Committee has reviewed the report and it contains nothing unusual. After discussion, the following motion was made.

Motion

On motion by Greg Diehl, the System Board of Directors directed that the May 2004 Financial Report be filed for audit. Motion carried 5-0.

2003 Audit

In the absence of John Murr, Auditor with Sager Swisher and Company, Greg Diehl reported that there are two components to the audit process: the Audit and the Management Letter. He reviewed and summarized the sections of the audit, conducted in accordance with generally accepted accounting principles.

Susan Hauer reported on the four recommendations contained in the Management Letter: cross training, Quickbooks access; segregation of duties and documentation. She noted that all recommendations are being addressed. After discussion, the following motion was made.

Motion	It was moved by Greg Diehl that the Library System Board of Directors accept the 2003 audit as prepared by Sager Swisher and Company. Motion carried 5-0.
President's Report	President Duff reported on the following: 1) Press Day at Dutch Wonderland was both successful and enjoyable; 2) the Human Resources Committee has met to begin a review and revision to the HR policies.
Administrator's Report	<p>Susan Hauer reported the following: 1) We await word on the Governor's budget and whether or not it will include a 10% increase. 2) She read an email from Glenn Miller, Executive Director, Pennsylvania Library Association, asking that anyone receiving a letter from Governor Rendell's office contact him. 3) Commissioner Dick Shellenberger spoke at Press Day at Dutch Wonderland. 4) She thanked Wachovia for the \$500 gift to purchase books about bicycling for the <i>Books to Bikes</i> program. 5) Becky Hynicka, Special Services, appeared at various HeadStart Centers as "Froggy," a storybook character from the Jonathan London series. 6) The Library System has joined the PA Dutch Convention and Visitors Center. Each library will receive a gold membership sticker to display in their building; libraries will have a listing in their 2005 publication, <i>Lancaster County Official Map and Vacation Guide</i>; library location symbols will be added to their map of Lancaster County; and the "Read, Learn, Connect" systemwide brochure will be available to visitors at the Visitors Center. 7) High Industries is holding a golf outing on August 19. She asked that those wishing to participate should contact her. 8) A letter of appreciation has been received from the Boys and Girls Club for their inclusion in the Press Day at Dutch Wonderland. 9) She referred to the DLC meeting she attended last week, and distributed copies of a <i>Checklist for Library Visits</i>, circulated by Commonwealth Libraries, and a publication, <i>Voices</i>, by the AARP.</p> <p>Hauer asked for staff updates. Mary Ann Heltshe-Steinhauer reported on Manheim Library's progress on their strategic plan, and Greg Diehl thanked the System for its support in the process. Rhonda Kleiman distributed the Lancaster Chamber's directory, which includes the Library System ad.</p>
District Center Library	Joseph McIlhenney, District Consultant, reported on the following: 1) It was reported at the recent DLC meeting that Commonwealth Libraries has begun a review of the District Library Center as written in the state code. 2) An audit or financial review from each library is due to him by August 15. Libraries should contact him if they are unsure of which they need. 3) Keystone applications are due to Commonwealth Libraries in late June. 4) To differentiate between the Lancaster County Library and its three branches, the main library building will be referred to as the Duke Street Library. The name, Lancaster County Library, will not change.

Old Business

Keystone Application from Pequea Valley Library Susan Hauer reported that she attended two Pequea Valley board meetings. Commonwealth Libraries has \$3 million for Keystone Grant distribution, and the deadline is June 28. The library will need System Board approval to submit their application. There is no report at tonight's meeting.

New Business None.

General Comment Deb Beisell, Director, Elizabethtown Public Library, received a letter from Governor Rendell. She encouraged letter writers to provide specific budget information and comparisons. She reported that the library has begun a community survey and noted that the response in the first week has been greater than anticipated.

Next Meeting The next meeting is scheduled for Tuesday, July 20, 2004, 7:00 PM, Library System office.

Adjournment

Motion It was moved by Glenn Landis that the meeting be adjourned at 8:05 PM. Motion carried 5-0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary