

Library System of Lancaster County
Minutes of the Board of Directors Meeting
March 21, 2006

Attendance:

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

System Staff: Susan L. Hauer, Administrator; Donna J. Westerhoff, Internal Operations Manager; Sue Young, Accountant; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; Donna Hopkin, Acquisitions Manager; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator; Mary Lou Walker, Cataloging Manager.

Guests: Katrina Anderson, Director, Quarryville Library; Barbara Basile, Director, Manheim Community Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Pat Ditzler, President, Lancaster Public Library Board; Todd Fabian, Director, ELANCO Library; Jennifer Raimo, Director, Ephrata Public Library; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Joyce Sands, District Consultant; Robert Spotts, President, ELANCO 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 Diehl at 7:04 PM on Tuesday, March 21, 2006, at the Library System office. A quorum was present.

Review of Meeting Guidelines President Diehl reviewed guidelines under which System Board meetings will be conducted. Utilizing Parliamentary Procedure, the meetings will consist of participation by Board members. Excessive communication with guests and invitations for their participation will result in the Board member being ruled out of order. Guests are invited to use the General Comment times at the beginning and end of meetings.

General Comment Jennifer Raimo read comments from Ginny McGrath, who was unable to attend the meeting, regarding the Executive Committee making decisions, and her desire to hear the issues that are of concern to the Library Directors. Raimo shared her opinion on those topics.

Bill Hudson spoke in favor of the ideas expressed by the Directors Council in a memo to the Board, dated March 13, 2006.

Deb Beisell thanked Sue Legget and the many others who worked on the Keystone Grant over the past several years.

Secretary's Report
Minutes

Approval

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the February 21, 2006, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Dale Reinecker referred to the February 2006 financial report, as included in the Board mailing, and noted that it has been reviewed by the Finance Committee. He reported that expenditures to date should be 17%. He reviewed line items exceeding that amount, noting that most are a once-per-year payment that was due in February. The Finance Committee will begin to develop procedures to institute the auditors' recommendations in last year's management letter. After discussion, the following motion was made.

Motion

On motion by Dale Reinecker, the System Board of Directors directed that the February 2006 Financial Report be filed for audit. Motion carried 5 – 0.

Communication
Procedure

President Diehl referred to the *Building Trust in Trustees* PowerPoint communication tool and the memo from the Directors Council, dated March 13, 2006, both developed to foster and improve communication between the System Board, System Staff, and Library Directors. Bernie Gordon reported that the Board President drives the Board meetings and agenda of an organization. He noted that he has attended System Executive Committee meetings, and saw no evidence that the Committee makes decisions for the Board. After discussion on various ways to proceed with improving communication, the following motion was made.

Motion

On motion by Marianne Melleby, the System Board directed that the President work toward forming a committee to address communication, as suggested by the Directors Council memo to the Board, dated March 13, 2006.

After further discussion, it was determined that Greg Diehl President; Susan Tennant, Directors Council Chair; and Susan Hauer, System Administrator, should work together to form the committee. It was suggested that the committee composition should be three library directors, two System Board members, and two System Staff, and that the effectiveness of the committee should be evaluated after six months.

- Amended Motion** Glenn Landis moved the following amended motion: That the System Board direct that the President work toward forming a committee to address communication, as suggested by the Directors Council memo to the Board, dated March 13, 2006, to be reviewed by the Board after six months, to evaluate effectiveness. Motion carried 5 – 0.
- 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) A strategic planning packet has been given to Library Directors, and they plan to discuss it among themselves at the next Directors Council meeting; 2) The Funding Task Force is scheduled to meet on Tuesday, March 28, 7:00 PM, at the System office; 3) The Legislative Breakfast is scheduled for Friday, April 7, 7:30 AM, at the System office. Legislative Council Chair, Fay Snyder, will report more later in the meeting; 4) Hauer congratulated Lancaster Public Library for restoring their hours as of March 4. Elizabethtown will be doing the same; 5) She introduced Donna Hopkin, Acquisitions Manager, who began employment on March 20, 2006; 6) Guidelines for Book Aid are being developed and will be mailed in the near future.
- District Center Library Joyce Sands, District Consultant, reported on the following: 1) Annual Reports are due to her on April 3. Matt Kane from Commonwealth Libraries, spoke at the Directors Council meeting and answered directors' questions about completing the report; 2) The Duke Street Business Center opened March 13 and will hold its Grand Opening on May 5, 5:30 PM; 3) She and Susan Hauer attended two library board meetings and conducted trustee training; 4) A multi-District workshop, "Market Your Library for All It's Worth," will be presented April 24, in Grantville, with Pat Wagner as presenter; 5) The District Negotiated Meeting is scheduled for Friday, March 30, and will be attended by B.J. Urling from Commonwealth Libraries; 6) Sands attended the District/System DLC meeting, hosted by Commonwealth Libraries, where topics included the roles of Districts and Systems, and Health and Human Services organ and tissue donor partnerships.
- Directors Council Report Katrina Anderson, Directors Council liaison, reviewed notes from the March 3 Directors Council meeting, including: 1) e-reserves will not be extended beyond old books, which is the current policy, except for "shared resource materials"; 2) The Himmel and Wilson study may cause changes that will affect the District budget. District administration and Library Directors will meet at least quarterly to discuss priorities for funding; 3) The report from the Collection Development and Technical Services Committee included a reminder of the policy for coding new materials and handling their first reserves; 4) Library Directors met on

March 7 to discuss the System Board communications plan; 6) Thank you to Susan Tennant for the excellent Directors Council minutes during the past six months.

Discussion of Board Committees President Diehl noted the importance of serving on Board committees. An updated list will be emailed to System Board members, Library Directors, System staff and others.

Standing Committees

Executive No report.

Finance Dale Reinecker reported that topics from the Finance Committee were covered previously.

Human Resources No report.

Legislative Council Fay Snyder, Chair, reported that the Legislative Breakfast will be held on Friday, April 7, 7:30 to 9:00 AM, at the System office. The caterer has been hired and the menu selected. She asked for volunteers to help with all aspects of the event.

Bernie Gordon reported that all the legislators, County Commissioners, Clare Zales, State Librarian, and Glenn Miller, Executive Director of the Pennsylvania Library Association, were invited personally by phone before the invitations were mailed. He reported on those who plan to attend. Each library has been asked to prepare a one-page piece to be included in a press packet to be given to each legislator.

Ad Hoc Committees

Funding Task Force Sue Leggett, Chair, reported that a meeting of the Funding Task Force is scheduled for Tuesday, March 28, 7:00 PM, at the System office. She is pleased with the large pool of volunteers who agreed to serve, and hopes the group will develop a list of tasks.

PLEDGE Sue Leggett spent time since the last Board meeting familiarizing herself on what happened with PLEDGE to date. She has ideas on how to collect the balance not yet reimbursed to the System.

Bylaws President Diehl reported that the Bylaws committee will reconvene to review the procedure for approving new Board members. He asked Donna Westerhoff to schedule a meeting in the near future.

Unfinished Business None.

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New Business	None.
General Comment	Pat Ditzler thanked Susan Hauer for procuring the \$300,000 Commissioner Incentive.
Next Meeting	The next meeting is scheduled for Tuesday, April 18, 2006, 7:00 PM, Library System office.
Adjournment Motion	It was moved by Dale Reinecker that the meeting be adjourned. Motion carried 5 – 0.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary