

Library System of Lancaster County
Minutes of the Board of Directors Meeting
May 18, 2004

Attendance:

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

System Staff: Susan L. Hauer, Administrator; 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; William Hudson, Manager, Information Technology.

Guests: Deborah Beisell, Administrator, Elizabethtown Public Library; Jack Bryer, President, Pequea Valley Public Library Board; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; Joseph McIlhenney, District Consultant; Margaret Perella, Director, Pequea Valley Public Library; Claudia Roun, Director, Moores Memorial Library; 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 Duff at 7:07 PM on Tuesday, May 18, 2004, at the Library System office. A quorum was present.

President Duff introduced and welcomed Jeffrey Griel, newly appointed voting Board member from the Lancaster County Library, who will fill the unexpired term of Wayne Murphy.

Secretary's Report
Minutes

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the April 20, 2004 meeting, as included in the Board mailing. He verified with Bob McCarthy that the change to the February minutes, referenced in the April minutes, was satisfactory. The April 20, 2004 minutes were approved as presented.

Treasurer's Report

Diehl referred to the April 2004 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the report, and it is in line with what is expected. After discussion, the following motion was made:

Motion

On motion by Greg Diehl, the System Board of Directors directed that the April 2004 Financial Report be filed for audit. Motion carried 6 – 0.

Finance
Committee

Diehl reviewed the Distribution of Book Aid in 2004 spreadsheet, as included in the Board mailing, emphasizing the three clarifying sentences.

Motion

It was moved by Greg Diehl that the System Board of Directors approve the Distribution of Book Aid in 2004 as presented. After lengthy discussion, the motion carried 6 – 0.

Diehl referred to a flier from Commonwealth Libraries for a workshop entitled, “Keeping the Books: Practical Accounting for Public Libraries,” to be held on various dates and locations during June. Copies of the flier were distributed, and Susan Hauer noted that the workshop will replace the Board Development Day planned for June 12. An email message will be sent to library board members and directors, encouraging attendance.

Diehl reported that the next meeting of the Finance Committee will be held at the System office on June 7, 5:30 PM. John Murr from Sager Swisher and Company will be at the meeting to review the draft of the audit for 2003. All System Board members are invited. Mr. Murr will also attend the June 15 Board meeting to present the audit for approval.

President’s Report

President Duff reported on the Strategic Planning workshop facilitated by Dr. Chuck McClure. He found the session informative and well worth the time.

Administrator’s Report

Susan Hauer reported the following: 1) She reviewed survey results from the Strategic Planning workshop. 2) She is working with the Lancaster County Library on their 50th Anniversary celebration. 3) She attended the American Library Association Legislative Day in Washington, DC, where she spoke with Clare Zales, Barbara Cole and Caryn Carr from Commonwealth Libraries, and our legislative aides. 4) She attended the Chamber’s Annual Meeting Dinner. Steve Forbes, the featured speaker, spoke with optimism about the business climate in Lancaster County. 5) Dutch Wonderland, a major sponsor of the Summer Reading Program, is hosting a Press Day on June 4. Commissioner Shellenberger will be a guest speaker, and library board members and directors are invited.

Standing Committees Personnel

LaVerne Rettew, Chair, reported that Committee members are reviewing the suggested revisions to the Human Resources Policies, as presented previously. A meeting will be scheduled to discuss the policies.

Provisional Committees Legislative Council

Kay Rohrer, Chair, reported that the State House of Representatives has passed a bill to restore funding to libraries. The Senate has not yet acted on it.

Susan Hauer reported on Legislative Day in Harrisburg, held May 11. She thanked Rohrer for making all the appointments and read a thank you letter that will be sent to each of the legislators.

District Center Library	Joseph McIlhenney reported that the annual reports were sent to Commonwealth Libraries in the beginning of May. The next step will be review and requests for clarification from the state. He noted that the library audits are due to him by August 15.
Old Business	None.
New Business	Susan Hauer asked the Board to authorize a request to the Berks Arts Council for \$2,000 to promote literacy in partnership with the Lancaster Museum of Art. After discussion, the following motion was made.
Motion	It was moved by Glenn Landis to request \$2,000 from the Berks Arts Council to promote literacy, in partnership with the Lancaster Museum of Art.. Motion carried 6 – 0.
Pequea Valley New Building Plan	Kay Rohrer reported that the Pequea Valley Public Library, with assistance from the community, has developed a plan for a new library building and will be applying for a Keystone Grant. Preliminary architectural plans and documents were distributed to Board members. She introduced Jack Bryer, President of the Pequea Valley Library Board of Directors. He reported that the library currently occupies 900 square feet, and the new plan will increase that space to approximately 10,000 square feet. A local architect has drawn up preliminary plans, and the Pequea Valley Board has met with Susan Hauer and Joseph McIlhenney, from whom they gained valuable suggestions. A feasibility study is being compiled. One acre of land will be donated for the new library if the current building, a former one-room school and the only one remaining in the school district, is moved to the new location and incorporated into the new building.
General Comment	Bud Rettew asked about the item in the Membership Agreement which refers to the option for library staff to participate in the System’s health insurance plan. Donna Westerhoff explained briefly how libraries can enter the plan under the System’s “umbrella” and will provide Rettew with the plan and enrollment information.
Next Meeting	The next meeting is scheduled for Tuesday, June 15, 2004, 7:00 PM, Library System office.
Adjournment	
Motion	It was moved by Fay Snyder that the meeting be adjourned at 8:10 PM. Motion carried 6 – 0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary