

# Library System of Lancaster County

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Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
January 15, 2014

**Attendance:**

**Board Members:** Terry Trego, President; Russell Miller, Secretary; André Fouchet, Treasurer; Diane Tannehill; Veronica Urdaneta; Andrea McCue, Lancaster County Commissioners' Representative. Absent: Brandon Danz, Vice President; Terry Kauffman.

**System Staff:** Bill Hudson, Administrator; Donna J. Westerhoff, Internal Operations Manager; Dan Coleman, Manager, Information Services; Brenda Emerich, Library Assistant; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Ed Miller, Special Services Manager; Stephanie Zimmerman, Training and Development Coordinator.

**Guests:** Katrina Anderson, Director, Manheim Township Public Library; Rick Balmer, MIC International Trade Consulting; Donna Brice, Director, ELANCO Library; Bruce Clark, The Clark Group; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, President, Lititz Public Library Board; Lisa Greybill, Administrator, Columbia Public Library; Tom Knapp, Journalist, Lancaster Newspapers; Herb Landau, Executive Director, Lancaster Public Library; Beth Sahd, President, Lititz Library Board; Heather Sharpe, Community Relations Manager, Lancaster 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 Trego at 6:31 PM on Wednesday, January 15, 2014, at the Library System office. A quorum was present.

**Public Comment** Bruce Clark, The Clark Group, reported that he spoke with the Commissioners and the Chamber. He expressed the belief that funding for business databases must come from the business community, and he offered his help in finding a way to preserve them.

Rick Balmer, MIC International Trade Consulting, reported that he uses the business databases extensively in his business, and offered his help, as well.

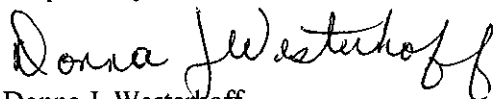
**Secretary's Report  
Minutes**

In the absence of a quorum from those in attendance at the November and December meetings, action on the minutes from both meetings was not taken.

- Motion** On motion and second, the System Board of Directors directed that the unapproved minutes be posted to the System website. Motion carried unanimously.
- Treasurer's Report André Fouchet, Treasurer, reported that it is customary to leave the prior year books open for several weeks to close the year. He noted that a final report for 2013 will be presented at the February meeting.
- President's Report President Trego reported that Brandon Danz and Terry Kauffman have been appointed to the Nominating Committee to develop the slate of officers for 2014/2015.
- Administrator's Report In addition to his written report included in the Board mailing, Bill Hudson reported on the following: 1) There was lengthy discussion at the January Directors' Council meeting about the business databases; and 2) 2013 was a record-breaking year for circulation, with over 4 million items circulated. This continues an 11-year trend of increased annual usage.
- 2014 Bookmobile Schedule Ed Miller, Special Services Manager, reported that the 2014 schedule is approximately 50% of the 2013 schedule. He surveyed Library Directors for feedback of the types of bookmobile stops needed, and established criteria based on the feedback. Special Services will be staffed by himself and one part-time staff member. This reflects a reduction of one fulltime and one part-time staff member.
- 2013 IT Projects and 2014 Goals Dan Coleman, Information Services Manager, reported that the IT Team met the goals they set for 2013, which included software and hardware upgrades, the installation of 428 new computers, and increased staff. The goals for 2014 include improving IT services, new websites and mobile apps.
- 2014 Standards Waiver Bill Hudson reported that with decreased services, the Library System will not meet standards required by the State Code, and will need to request waivers from Commonwealth Libraries. One standard that will not be met is the number of hours per week at bookmobile stops. Commonwealth Libraries requires that Board action be taken on requests for waivers.
- Motion** On motion by Russ Miller, the Library System Board of Directors approved the submission of a waiver request to Commonwealth Libraries for standards not met. Motion carried unanimously.
- Committees  
Finance André Fouchet, Treasurer, reported that the Committee has not met since the January System Board meeting, but is scheduled to meet prior to the February meeting.

- Personnel** No report.
- Old Business** None.
- 3-Point Summary to Directors' Council** The Board chose the following three points to include in the summary for reporting to the Directors' Council: 1) The IT team met the goals set for 2013. Goals for 2014 include improving IT service, designing new websites and implementing mobile app; 2) The bookmobile, facing a 50% reduction in its schedule and the loss of one fulltime and one part-time staff member, surveyed Library Directors for their input on the types of stops that should be retained. A reduced schedule will be developed; and 3) The Board approved the submission of a waiver request to Commonwealth Libraries for standards that will not be met, which includes reduced bookmobile stops.
- Directors' Council Report** Lisa Greybill, Directors' Council Liaison, reported on the following talking points from its January meeting:
- 1) Dates for ending the 2014 Summer Reading Program were established by a unanimous vote: August 2 - Last day to hand out reading/activity logs; August 9 - Last official day of the Summer Reading Program and for accepting logs and distributing incentives; August 16 - Absolute end of grace period for distributing incentives to those who return their logs late.
  - 2) Options for restoring critical business databases were discussed. Reallocation of system funds and sponsorships from businesses were among the ideas considered. A motion to develop a list of potential business sponsors, to be approved by the Directors Council before approaching, received too little support to pass.
  - 3) Trustee Training Workshop topics were discussed. Fundraising and recruitment were strongly suggested. More ideas will be submitted to Ed Miller.
- Adjournment**
- Motion** It was moved by Russ Miller that the meeting be adjourned at 7:08 PM. Motion carried unanimously.
- Next Meeting** The next regular meeting is scheduled for Wednesday, February 19, 2014, 6:30 PM. at the Library System office.

Respectfully submitted,



Donna J. Westerhoff  
Recording Secretary