



# Library System of Lancaster County

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Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
March 19, 2014

**Attendance:**

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

**System Staff:** Bill Hudson, Administrator; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager.

**Guests:** Katrina Anderson, Director, Manheim Township Public Library; Megan Cherveney, Landisville; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, Lititz Public Library Board; Debra Rosser-Hogben, Director, Milanof-Schock Library; Penny Talbert, Executive Director, Ephrata 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, March 19, 2014, at the Library System office. A quorum was present.

**Public Comment** None.

**Secretary's Report**  
**Minutes**  
**Approval**

Russell Miller, Secretary, referred to the minutes of the February 19, 2014, meeting, as included in the Board mailing. The minutes were approved as presented.

**Treasurer's Report**

André Fouchet, Treasurer, referred to the February 2014 financial report, as included in the Board mailing. He reported that we are approximately \$30,000 above budget due in part to staff vacancies. After discussion, the following motion was made.

**Motion**

On motion by André Fouchet, the System Board of Directors directed that the February 2014 Financial Report be filed for audit. Motion carried unanimously.

**President's Report**

President Trego welcomed guests to the meeting and reported on the following: 1) he thanked the presidents for their attendance at the Presidents'

Circle; and 2) as his term as President draws to a close, he expressed his appreciation for the cooperation and kindness shown to him.

**Administrator's  
Report**

In addition to his written report included in the Board mailing, Bill Hudson reported on the following: 1) The second application has been approved for the Education Improvement Tax Credit, to benefit Summer Reading for kindergarten through third grade. 2) He distributed the response from Ed Miller, Special Services Manager, to the Board's request for a report detailing the criteria used to develop the reduced bookmobile schedule.

**Directors' Council  
Report**

Deb Drury reported in the absence of Donna Brice, Directors' Council Liaison. In addition to the approved Directors' Council minutes for February 2014 included in the Board mailing and sent electronically to Library Board Presidents and the Directors' mail list, Drury reported on the Directors' Council Talking Points from its March meeting:

1. "Motion for the system to apply for a grant through Lancaster County Community Foundation for 1,000 Books Before kindergarten in amount of \$17000, represent \$1000 per library."
2. Agreed to hire consultant to review funding formula at the request of State Librarian Stacey Aldrich.
3. Shut's Library will be put back at the bottom of the Library Priority since they do not have the staff that is needed to pull a large amount of holds.

**Committees  
Finance**

André Fouchet, Treasurer, reported that the Committee has not met since the last meeting, but will meet before the April meeting.

**Personnel**

Terry Kauffman reported that the Committee has not met.

**Gift Acceptance  
Agreement**

President Trego referred to copies of the Draft Gift Acceptance Agreement distributed to the Board. He reported that in response to the 2010 Lancaster County Public Libraries Task Force's recommendation that the System pursue fundraising, a Fundraising Development Committee formed to draft an agreement. The Presidents' Circle reviewed and made suggestions for changes, which have been incorporated into the draft. The Board discussed the draft agreement, and suggestions were accepted. The next step in the process will be to send the document to Library Directors for their input. He reviewed the timeline for final acceptance of the agreement.

**Motion**

On motion by Terry Kauffman, the Library System Board of Directors approved sending the Draft Gift Acceptance Agreement, with the proposed changes made at this meeting, to the Library Directors for their input. Motion carried unanimously.

**Motion** Terry Kauffman moved that Terry Trego be appointed to continue as Chair of the Fundraising Development Committee until the May Board meeting, when the System Board is scheduled to vote on acceptance of the Gift Acceptance Agreement. Motion carried unanimously.

**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) Approval to send the draft Gift Acceptance Agreement to member Library Directors; 2) the Finance Report includes a small surplus due to staff vacancies, which will be filled; and 3) the Annual Meeting is scheduled for Wednesday, April 16, 7:00 PM, at the Manheim Township Library.

**Motion** On motion and second, the System Board approved the above 3-point summary to the Directors' Council. Motion carried unanimously.

**Executive Session**

**Motion** On motion by André Fouchet, the Board adjourned to Executive Session at 7:22 PM for contract issues. Motion carried unanimously.

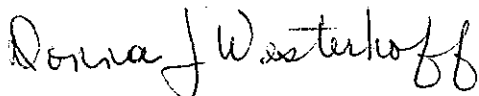
The Board meeting reconvened at 7:47 PM.

**Adjournment**

**Motion** It was moved by Brandon Danz that the meeting be adjourned at 7:48 PM. Motion carried unanimously.

**Next Meeting** The next regular meeting is scheduled for Wednesday, April 16, 2014, 7:00 PM, immediately preceding the annual meeting, at the Manheim Township Public Library.

Respectfully submitted,



Donna J. Westerhoff  
Recording Secretary