



Library System of Lancaster County

Library System of Lancaster County
Minutes of the Board of Directors Meeting
June 18, 2014

Attendance:

Board Members: Brandon Danz, President; André Fouchet, Secretary; Russell Miller, Treasurer; Christina Diehl; Terry Kauffman; Mendi Lowe; Andrea McCue, Lancaster County Commissioners' Representative. Absent: Diane Tannehill, Vice President.

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

Guests: Katrina Anderson, Director, Manheim Township Public Library; Donna Brice, Director, ELANCO Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, Lititz Public Library Board; Kristin Fernitz, Director, Strasburg-Heisler Library; Tom Knapp, Journalist, Lancaster Newspapers; Aimee Nelson, Elizabethtown Public Library; Debra Rosser-Hogben, Director, Milanof-Schock Library; Gil Sager, Ephrata Public Library Board; Penny Talbert, Executive Director, Ephrata Public Library.

Prior to the Call to Order, President Danz and the Board recognized Donna Westerhoff for her years of service to the Library System and the Board, and presented her with a gift of appreciation.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Danz at 6:30 PM on Wednesday, June 18, 2014, at the Library System office. A quorum was present.

Public Comment None.

Ephrata Public Library Presentation Ephrata Public Library is the feature library for June. Gil Sager and Penny Talbert presented a Power Point presentation, highlighting the innovative programs for all ages at the library. These include a skate park and staff programs promoting excellent customer service. She noted that the library allows use of its meeting room, one of the few available venues in the area.

Secretary's Report
Minutes André Fouchet, Secretary, referred to the minutes of the May 21, 2014, meeting, as included in the Board mailing. The minutes were approved as presented.
Approval

Treasurer's Report Russell Miller, Treasurer, referred to the 2014 financial report, as included in the Board mailing. He reported a \$54,000 positive variance, due to staff vacancies and timing issues. After discussion, the following motion was made.

Motion On motion by Russell Miller, the System Board of Directors directed that the May 2014 Financial Report be filed for audit. Motion carried unanimously.

President's Report President Danz suggested that the July meeting be cancelled. After discussion, the following motion was made.

Motion On motion and second, the Library System Board of Directors approved the cancellation of the July 16 meeting. Motion carried unanimously.

Danz reported on the following: 1) He expressed the Board's appreciation to Donna Westerhoff for her years of service; 2) He thanked the Lancaster Chamber for funding databases no longer supplied by the Library System; 3) He distributed PA Citizens for Better Libraries nomination forms for numerous awards; 4) The Quarryville Library auction is scheduled for Saturday, June 21; and 5) He distributed fliers for this year's Summer Read, a reading initiative for adults during the summer. This year's selection is *Overwhelmed: Work, Love and Play When No One Has The Time* by Brigid Shlute.

Administrator's Report Bill Hudson referred to his report included in the Board mailing. There was a question about the audit, which finished today. No surprises are anticipated, and John Murr will present his findings at a future meeting.

IT staff are beginning to work with member libraries on website redesigns to be implemented in late 2014 or sometime in 2015.

Strasburg-Heisler Library's renovations are nearly complete. Kristin Fernitz reported that 7 volunteers provided 81 volunteer hours in 4 days.

Directors' Council Report In addition to the approved Directors' Council minutes for May 2014 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Donna Brice, Directors' Council Liaison, asked Deb Drury to report on the Tech Bus, a collaboration between Elizabethtown Library and Elizabethtown College. The bus will provide mobile informal science, technology and math curriculums to multiple counties. A grant request for \$2.5 million will be submitted to the National Science Foundation.

Committees
Finance No report.

Personnel	Terry Kauffman reported that the Committee met twice in June. They are updating the organizational chart to reflect staff downsizing. Christina Diehl and Diane Tannehill met with Nancy Hess, Human Resource and Organizational Development Consultant, to begin Bill Hudson's 360 evaluation process.
Gift Acceptance/ Fund Raising Agreement	Terry Kauffman reviewed changes to the document since the most recent draft was distributed. He reported that the focus of the agreement is to look for new funding sources, not to take funders away from libraries. He is confident in the process used to get to this point, which included input from library personnel and directors. After discussion, the following motion was made.
Motion	<p>On motion by Terry Kauffman, the Library System Board of Directors approved the Gift Acceptance/Fund Raising Agreement as presented. Motion carried unanimously.</p> <p>Moving forward, the Fund Raising Committee and Bill Hudson will research fundraising options. President Danz thanked Terry Kauffman, André Fouchet, Terry Trego, Bill Hudson, the Presidents' Council and Library Directors for the input they provided to the process.</p>
New Business Strategic Planning Process	President Danz reported that the strategic planning process will be a team effort with stakeholders to develop the mission and vision for LSLC. After discussion, the following motion was made.
Motion	<p>Terry Kauffman moved that the Library System begin the process to develop the strategic plan. Motion carried unanimously.</p> <p>Danz appointed a steering committee to develop the strategic planning process: Diane Tannehill, Mendi Lowe, Bill Hudson, and two Library Directors. He will email Library Directors, asking two to serve on the steering committee.</p> <p>Danz reported that the Commissioners have offered the assistance of James Cowhey, Director of Planning for Lancaster County.</p>
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 Gift Acceptance agreement was approved; 2) The Board approved a motion to begin the strategic planning process, and the Steering Committee to develop the process was appointed; 3) Ephrata Public Library was this month's feature library. Gil Sager and

Penny Talbert gave a PowerPoint presentation, a snapshot of the innovative programs at the library.

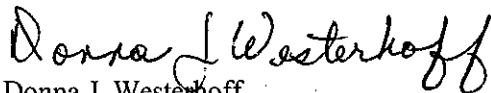
Public Comment None.

Adjournment

Motion There being no further business, the meeting was adjourned at 7:20 PM.
Motion carried unanimously.

Next Meeting The next regular meeting is scheduled for Wednesday, August 20, 2014, 6:30
PM. at the Library System office.

Respectfully submitted,



Donna J. Westerhoff
Recording Secretary