

Library System of Lancaster County
Minutes of the Board of Directors Meeting
November 8, 2001

Present: Pixie Berman, President; Nancy Dyrness; Terry W. Reber; Mary Ellen Pellington, Executive Director; Shannon Berg, Accountant; Joseph McIlhenney, Manager, Operations and Consulting Services; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Scott Meldrum, Training Coordinator; Katrina Anderson, Director, Quarryville Library; Larry Gagnon, Secretary, Manheim Township Library Committee; Karen Hutchison, Director, ELANCO Library; Glenn Landis, President, Lititz Public Library Board; M. Darrell Lovelette, Overlook Foundation; James Martin, President, Lancaster Area Library Board; Ginny McGrath, President, Adamstown Area Library Board; Roseanne Perkins, Director, Adamstown Area Library; Jennifer Raimo, Director, Ephrata Public Library; LaVerne Rettew, President, Moores Memorial Library Board; Ginny Rettew. Library System Board members, Paul Thibault, Chairman, Lancaster County Commission, Richard Heilig, Secretary/Treasurer, and Marian R. Gerhart joined the meeting in progress.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Berman at 4:15 PM on Thursday, November 8, 2001, in the 5th Floor Conference Room of the Lancaster County Courthouse. In the absence of a quorum, President Berman proceeded to the President's Report.

President's Report President Berman reported that she attended, with Mary Ellen Pellington and System staff, the Pennsylvania Citizens for Better Libraries (PCBL) luncheon in Philadelphia on October 14, at which the Library System was presented the 2001 PCBL Library Public Relations Award for the Biz Info to Grow (BIG) program.

Ms. Berman also reported her attendance at the following events: the Manheim Township Branch Library Kick-Off; the Lancaster Chamber Business Expo; the Envision Lancaster Smart Growth Conference, a meeting with Galen Godbey, President of PCBL; the LAL Friends 50th Anniversary Celebration; and the Board Member Development Workshop, *Creating Goodwill Equity: Building Good Feelings About Your Library*, presented by the Library System.

Ms. Berman reported that PaLA membership applications are available at the System office; she encouraged everyone to attend the upcoming County Budget meetings –November 21, December 5 and December 12. President Berman announced that Nancy Frankhouser resigned from the Library System Board of Directors, and read a certificate of appreciation for Ms. Frankhouser. She referred to a letter she received from and her response to Jim Martin, in his capacity as Manager-Secretary of the Manheim Township Commissioners. Please see Attachments 1 and 2.

Executive Director's Report	<p>In addition to her written report included in the Board mailing, Mary Ellen Pellington reported that Elizabethtown Library will open the new facility on November 19; the grand opening event will be held on January 5, 2002. She has met with Phyllis Stellfox, County Planning; Dan Betencourt, Executive Director, Community First Fund; and Rhonda Kleiman on a Minority Business Opportunities and Convention Center, which will be a stakeholder process. The next step in the marketing analysis is a survey to be mailed to the community; and an intercept survey to be completed by patrons using the member libraries. The Library System website is near completion.</p>
Integrated Library System	<p>Richard Heilig, Marian Gerhart and Commissioner Paul Thibault joined the meeting during the presentation. Commissioner Thibault was called away shortly after arrival.</p> <p>Mary Ellen Pellington reported that after productive negotiations, Innovative Interfaces Inc (III) we have a contract for approval. Bill Hudson reviewed the numerous features of the III Integrated Library System, and referred to copies of the contract as distributed. Ms. Pellington reviewed the funding and payment schedule as presented in Schedule B of the Contract. She reported the cost of the system as \$575,000, which includes a 42% discount. She noted that software maintenance (\$66,324 per year) for the 3rd year is locked at the 2nd year price and is included in the purchase price. After discussion, the following motions were made.</p>
Motion	<p>On motion by Marian Gerhart and second by Rick Heilig, the System Board of Directors approved, pending legal review, the contract with Innovative Interfaces, Inc. for the Integrated Library System, not to exceed \$575,000. Payments will be made as stated in Schedule B. Motion carried 5-0.</p>
Motion	<p>On motion by Terry Reber and second by Rick Heilig, the System Board of Directors approved year 2001 expenditures for support components. Motion carried 5-0.</p>
Motion	<p>On motion by Terry Reber and second by Rick Heilig, the System Board of Directors approved that \$100,000 of year 2002 State Quality Aid be designated for ILS and support components. Motion carried 5-0.</p>
Secretary's Report Minutes Approval	<p>Richard Heilig referred to the minutes of the October 11, 2001, meeting, as included in the Board mailing. The minutes were approved as presented.</p>
Treasurer's Report	<p>Richard Heilig reported that most line items are on target for November. After discussion, the following motion was made.</p>

Motion On motion by Nancy Dyrness and second by Rick Heilig, the System Board of Directors approved that the October 2001 Financial Report be filed for audit. Motion carried 5-0.

Mary Ellen Pellington reported that the Library System frequently experiences difficulties with the low limit on the Fulton Bank corporate card, usually when arranging conference travel. She requested that the Board of Directors increase the limit from \$1,500 to \$3,000. After discussion, the following motion was made.

Motion On motion by Terry Reber and second by Rick Heilig, the System Board of Directors approved increasing the credit limit on the Fulton Bank Corporate Visa card from \$1,500 to \$3,000. The Accountant will verify monthly transactions and statements. Motion carried 5-0.

Lancaster Area Library/Manheim Township Branch Library Keystone Grant
The Keystone Grant for the Manheim Township Branch of the Lancaster Area Library was tabled , as the grant was not completed.

Public Comment Larry Gagnon expressed his dismay at the confusion that exists over the Manheim Township Library Project. Jim Martin said that the Manheim Township Commissioners will provide whatever information the System Board requires. It was suggested that Mr. Martin meet with Mary Ellen Pellington for assistance. Jennifer Raimo thanked the System Board and Mary Ellen Pellington for finding the funding for the ILS. Mary Ellen Pellington announced that Glenn Landis will be concluding his term as President of the Lititz Public Library Board and has agreed to serve on the Advisory Committee Funding Task Force. Katrina Anderson expressed her enthusiasm and appreciation regarding the ILS.

Next Meeting The next meeting is scheduled for Thursday, December 13, 2001, 4:00 PM, 5th Floor Conference Room, Lancaster County Courthouse.

Executive Session

Motion It was moved by Rick Heilig and seconded by Nancy Dyrness to adjourn to Executive Session at 5:30 PM for contract issues. Motion carried 5-0.

Motion It was moved by Nancy Dyrness and seconded by Rick Heilig to end Executive Session at 6:10 PM. Motion carried 5-0.

The Board meeting reconvened.

Adjournment

Motion It was moved by Nancy Dyrness and seconded by Terry Reber that the meeting be adjourned at 6:10 PM. Motion carried 5-0.

APPROVED

as presented

December 13, 2001

Pixie Berman, President

Richard Heilig, Secretary