

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 16, 2004

Attendance:

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

System Staff: Susan L. Hauer, Administrator; Shannon Jones, Controller; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator. Absent: Mary Ann Heltshe-Steinhauer, Community Relations Coordinator.

Guests: Todd Fabian, Director, ELANCO Library; Marilyn Motley, Board Member, Columbia 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 Duff at 7:10 PM on Tuesday, November 16, 2004, at the Library System office. A quorum was present.

Remarks from County Commissioner Henderson Commissioner Henderson was not in attendance at the meeting. Susan Hauer reported that she is in frequent contact with the Commissioner, and we are extremely fortunate to have such a strong advocate for libraries.

Secretary's Report  
Minutes  
**Approval** Greg Diehl, Secretary/Treasurer, referred to the minutes of the October 19, 2004, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Greg Diehl referred to the October 2004 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed income, expenses and distributions. After discussion, the following motion was made:

**Motion** On motion by Greg Diehl, the System Board of Directors directed that the October 2004 Financial Report be filed for audit. Motion carried 5 – 0.

2005 Budget Greg Diehl referred to and reviewed line items in the 2005 Budget, as included in the Board mailing. He noted that the Personnel and Benefits line includes the new PC Technician position and a 4% salary increase for staff; the substantial increase on the Maintenance of Equipment line contains the final payment of the Millennium contract. Overall, the budget reflects an 8.4% increase over prior year. Because there is the possibility that the December meeting will not be held, and the budget must be in place before the January meeting, the budget should be approved at this meeting. He recommended approval of the 2005 Budget, with the understanding that it may be revisited after the County approves their budget. After discussion, the following motion was made.

**Motion** On motion by Greg Diehl, the System Board of Directors approved the 2005 Budget, with the possibility that it may be revisited after the County budget is approved. Motion carried 5 – 0.

President's Report  
Annual Meeting President Duff reported on the discussion at the September Board meeting concerning the date and location of the 2005 Annual Meeting, and noted that the date is the second Tuesday of the month, and the location is different than is typical. After discussion, the following motion was made.

**Motion** On motion by Glenn Landis, the System Board of Directors approved holding the 2005 Annual Meeting on Tuesday, January 11, 2005, 7:00 PM, in the newly renovated library at HACC Lancaster Campus. The regular meeting will immediately follow the Annual Meeting. Motion carried 5 – 0.

(NOTE: Due to logistical considerations, it was later determined that the Business meeting will begin at 6:30 and the Annual Meeting at 7:30.)

Greg Diehl noted that the Committee may need to hold a December meeting after the County budget is known.

December Meeting Duff referred to the Board meeting scheduled for December 21. After discussion about canceling the meeting, the following motion was made.

**Motion** On motion by Bud Rettew, the System Board of Directors approved the suspension of the December 21, 2004 System Board meeting. Motion carried 5 – 0.

Administrator's Report Susan Hauer reported the following: 1) She gave a brief history of her discussions with Commissioner Henderson regarding the Special Library Tax, and why this is a good year to pursue it. 2) Rhonda Kleiman has been invited by the County to give a presentation of online services at

their meeting tomorrow. 3) After the meeting, Joe Duff, Bud Rettew and various System staff will meet with the Commissioners. Hauer reviewed the information packet prepared by the System staff in response to questions proposed by Commissioner Shaub. 4) She distributed an example of a possible formula for distribution of funds, based on the calculations used by Cumberland County. 5) Hauer noted the following schedule of events: Friday, November 19 – Clare Zales and Matt Kane from Commonwealth Libraries, and Glenn Miller from the Pennsylvania Library Association, are scheduled to come to the System office to meet with the Commissioners to discuss trends of libraries across the state; Wednesday, November 24 – the County budget will be presented at a morning meeting, and will be presented to the public at an evening meeting at the Farm and Home Center. Anyone wanting to carpool should meet at the System office at 6:30; Wednesday, December 8 – the budget will be adopted by the Commissioners.

District Center  
Library

In the absence of JoAnne Foss and Joseph McIlhenney, there was no report.

Directors Council

Todd Fabian, Directors Council liaison, reported on the following: 1) The Council approved the following recommendations from the Circulation Committee: a fine limit for videos of \$1 per day, with a \$5 maximum; the cap on all fines of all other adult materials was lowered to a \$5 maximum; the cap on all fines for all other juvenile materials was lowered to \$3 maximum; the effective date for the above will be January 1, 2005. 2) Universal lending – all but two library directors have agreed to participate. The lending will include everything except special collections and new and in-house-use-only materials. 3) The directors moved to eliminate the processing fees on lost and damaged items. 4) All but two libraries' boards have adopted Systemwide Internet policy.

Committee Reports

Human  
Resources

Bud Rettew, Chair reported that the Human Resources manual is being reviewed by attorney Andy Saylor of Gibble, Kraybill and Hess; and that job descriptions continue to be written.

Strategic  
Planning

Susan Hauer reported that objectives are being compiled for the Library System's Strategic Plan, and that plans from libraries are being gathered.

Local Funding  
Task Force

Report given earlier in meeting.

Old Business

None.

New Business

None.

General Comment      None.

Next Meeting            The next meeting is scheduled for Tuesday, January 11, 2004, 7:00 PM, in the library at HACC. Note that the meeting is the 2<sup>nd</sup> Tuesday.

(See previous note on changes to the time of the meeting to 6:30 for the Business Meeting and 7:30 for the Annual Meeting.)

Joe Duff reported that this meeting is his last as System Board president. He will continue as a non-voting representative from Quarryville until a replacement is found.

Executive Session

**Motion**                It was moved by Marianne Melleby to adjourn to Executive Session at 8:12 PM for personnel issues. Motion carried 5 – 0.

**Motion**                It was moved by Robert McCarthy to end Executive Session at 8:30 PM. Motion carried 5 – 0.

The Board meeting reconvened.

Adjournment

**Motion**                It was moved by Bud Rettew that the meeting be adjourned at 8:35 PM. Motion carried 5 – 0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary