

Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 21, 2004

Attendance:

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

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

Guests: Sandra Dinoff, Director, Strasburg-Heisler Library; JoAnne Foss, Executive Director, Lancaster County Library; *Margie Perella, Director, Pequea Valley Public Library* (Amended October 19, 2004); Susan Ressel,, Secretary, Quarryville Library Board; Robert Spotts, President, ELANCO Library Board.

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 7:05 PM on Tuesday, September 21, 2004, at the System office. A quorum was present.

Secretary's Report
Minutes

Approval

Greg Diehl, Secretary/Treasurer, referred to the minutes of the August 17, 2004, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl referred to the August 2004 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the report, and he summarized income and distribution. He reported that the financial report is in line with what is expected. After discussion, the following motion was made:

Motion

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

2005 Budget Process	Greg Diehl, Treasurer, reported that a preliminary budget is being developed. He noted that rent and Millennium costs will be included, but that the budget cannot be finalized until after we are told the amount the Library System will receive from the County.
President's Report Resignation	President Duff reported that Mike Ireland, System Board representative from Elanco Library, has resigned from the Board because of increased duties with the library. The Elanco Library Board has nominated Patricia Cox to fill his unexpired term.
Motion	On motion by Jeff Griel, the System Board of Directors accepted, with regret, the resignation of Mike Ireland from the Board, and the appointment of Patricia Cox to fill his unexpired term. Motion carried 5-0.
Appointment of Nominating Committee	As per the System Bylaws, President Duff nominated Dale Reinecker, Bud Rettew and himself to serve on the Nominating Committee to draft a slate of officers for 2005.
Motion	On motion by Fay Snyder, the System Board of Directors approved the nomination of Dale Reinecker, Bud Rettew and Joe Duff to serve on the Nominating Committee. Motion carried 5-0.
	President Duff reported that he plans to resign from the System Board when his term ends in January 2005 and is searching for a qualified candidate to serve his second term, beginning in January 2005.
Board Member Term Ending Dates	President Duff reported that Donna Westerhoff brought to his attention that when the System was restructured in January 2003, a rotation scheduled for voting and non-voting System Board members was developed. As per the Bylaws approved during the restructure, voting members were assigned to Groups A, B and C, with staggered term ending dates. The non-voting members were not assigned to a group. Since directors can serve two 3-year terms, 9 of the 13 Board members' terms would end in January 2009. Ideally, on a 3-year schedule, 1/3 of the members' terms should end each year. Therefore, the Board assigned each of the initial non-voting members to a group in the following manner: Group A – Lititz and Manheim, first term ending January 2006; Group B – Columbia and Milanof-Schock, first term ending January 2005; and Group C – Adamstown and Moores, first term ended in January 2004. Each individual Board member is eligible to serve a second 3-year term. It was noted that this assignment provides term ending dates for individual Board members, and does not affect the library rotation schedule and the voting/non-voting status.

Motion	On motion by Greg Diehl, the System Board of Directors approved the term ending group assignments as follows: Group A – Lititz and Manheim, first term ending January 2006; Group B – Columbia and Milanof-Schock, first term ending January 2005; and Group C – Adamstown and Moores, first term ended in January 2004. Motion carried 5–0.
Administrator Contract	President Duff reported that LMA Consultants has been hired to conduct a survey to aid in the one-year evaluation of Susan Hauer. The procedure is similar to the one conducted for her 3-month evaluation, and responses will be strictly confidential. System Board members, Library Directors, System managers and others have been asked to respond to the survey by Friday, September 24. Upon completion, the results will be shared with the Executive Committee.
Update on Task Force on Improving Local Funding	President Duff reported that a core committee, consisting of Bud Rettew, Glenn Landis and Fay Snyder, will begin, in January, to recruit a committee to develop a plan for the task force.
Scheduling of Future Meeting at HACC	President Duff asked Fay Snyder to report. She noted that the newly remodeled and enlarged library at Harrisburg Area Community College (HACC) opened recently. She invited the System Board to hold a future meeting in the new facility, and recommended the second Tuesday in January as the most favorable date, since students would be on winter break at that time. There was consensus among Board members to hold the annual and regular meeting on January 11, 2005, in the library at HACC, 1641 Old Philadelphia Pike, Lancaster.
Library System Administrator's Report	Susan Hauer reported the following: 1) The County Funding Request is completed and will be submitted to the Commissioners later this week. 2) Commissioners Henderson and Shellenberger and Chief Administrative Officer Don Elliott are invited to the System office for a program that will include highlights of current and proposed services. 3) Dzintra Gorman, Manager, Collection Development and Technical Services, has accepted a position with the School District of Lancaster, and has resigned her position with the Library System, effective September 17. 4) Hauer is attending board meetings of member libraries. 5) Two Library Services and Technology Act (LSTA) grants, totaling \$150,000, were submitted to Commonwealth Libraries for the Wireless Hotspots and the Downtown Business Center. 6) A Board Retreat for System Board members is planned for Friday, October 8, 2:00 to 7:00, at the System office. Dr. Chuck McClure will facilitate. 7) A Board Development Workshop is planned for Saturday, October 9, at Millersville University. Dr. McClure will facilitate, and guest panelists are Steve Abrams, Vice President of

Innovation at Sirsi and president of the Canadian Library Association; Helen Blowers, Director of Web Services for the Charlotte-Mecklenburg, NC Library System; and Alane Wilson, CLC representative and co-author of Environmental Scan.

District Center
Library

JoAnne Foss, District Administrator, reported on the following: 1) Sue Bowser is currently filling the role of Acting Head of Adult Services; 2) Gerry Bruce, Reference Librarian, has retired after 32 years with the Lancaster County Library; 3) A survey about the District evaluation is on Commonwealth Libraries' website, and all are invited to complete and submit it.

Committee Reports
Human
Resources

Bud Rettew, Chair, reported that the Committee met with the Executive Committee to review the revised Human Resources policies thus far. He encouraged them to email their comments to Donna Westerhoff. After comments from the Executive Committee are received, the HR Committee will meet to refine the document before sending it to the attorney for review.

Job descriptions and evaluations for all employees should be in place by the beginning of the new year.

Strategic
Planning

The dates of the upcoming Board Retreat and Board Development workshops were discussed previously.

Library Services and
Technology
Grants

Downtown
Business
Information
Center

Joanne Foss referred to a copy of the BIG/BIZ Downtown LSTA grant request submitted to Commonwealth Libraries. The Downtown Business Center is a joint venture between the Lancaster County Library and the Library System of Lancaster County. She asked Rhonda Kleiman to give the background for the development of the proposal.

Kleiman reported that she conducted a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis of the Biz Program. The analysis revealed that a central location for business information is needed, and the resources are under used at some Biz locations. Therefore, the idea for the Downtown Business Center was developed.

It was reported that in order to submit an LSTA grant, a location is necessary. The Lancaster County Library has secured a 1,000 square foot storefront space at 141 N Duke Street, near the 125 N Duke Street

location of the library. The lease must be approved and signed by the System Board, *with the understanding that the financial commitment of the Library System would not extend beyond six months maximum, and Library System responsibility would end upon receipt of funding from other sources or failure of the project.* (Amended October 19, 2004.) After discussion, the following motion was made.

- Motion** It was moved by Greg Diehl to enter into a lease agreement for the rental of the 141 N Duke Street storefront property to be used as a Downtown Business Center. Motion carried 5-0.
- Libraries Are Hot, Wireless Hotspots* Bill Hudson referred to a copy of the LSTA grant request submitted to Commonwealth Libraries for installations of Wireless Hotspots in all public library facilities in Lancaster County. Hotspots are areas where patrons with wireless enabled laptops, personal digital assistants or smart phones can access the Internet, email and a host of other online resources. This project will dramatically increase the number of patrons who can simultaneously access electronic resources, allowing patrons to use their own devices, and freeing the equipment within the library.
- Old Business None.
- New Business None.
- General Comment Susan Tennant, Director, Lititz Public Library, reported that Glenn Landis has been chosen as the Trustee of the Year by the Pennsylvania Library Association.
- Next Meeting The next meeting is scheduled for Tuesday, October 19, 2004, 7:00 PM, Library System office.
- Executive Session
- Motion** It was moved by Marianne Melleby to adjourn to Executive Session for personnel issues. Motion carried 5-0.
- Motion** It was moved by Greg Diehl to end Executive Session at 9:15 PM. Motion carried 5-0.
- The Board meeting reconvened.
- Adjournment
- Motion** It was moved by Sue Leggett that the meeting be adjourned at 9:16 PM. Motion carried 5-0.
- Respectfully submitted,
Donna J. Westerhoff
Recording Secretary