

Library System of Lancaster County
Minutes of the Board of Directors Meeting
April 21, 2009

Attendance:

Board Members: Bud Rettew, President; John Havrilla, Vice President; Kay Rohrer, Secretary; Larry Burkhart; Treasurer; Diane Hastings; Virginia McGrath; Dale Reinecker, Diane Rice; Robert Sabatelli; Ron Vail; BethAnn Zambella.
Absent: Sandy Dinoff.

System Staff: Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Herb Landau, Director, Milanof-Schock Library; Joyce Sands, Interim Executive Director, Lancaster Public Library, and Interim District Administrator; Frances Vita, Director, Quarryville 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 Rettew at 7:04 PM on Tuesday, April 21, 2009, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Kay Rohrer, Secretary, referred to the minutes of the March 17, 2009, meeting, as included in the Board mailing. An error in the spelling of Gary Graziano's last name was noted. The change was made, and the minutes were approved as corrected.

Treasurer's Report

Larry Burkhart, Treasurer, introduced Jim Showalter, Financial Manager, and the Board welcomed him. Burkhart reported that Susan Hauer obtained \$2,000 from High as an accommodation toward the annual rent.

He referred to the March 2009 financial report, as included in the Board mailing, and reported that the Finance Committee has reviewed the report. He reviewed the memo explaining the variances. After discussion, the following motion was made.

Motion

On motion by Larry Burkhart, the System Board of Directors directed that the March 2009 Financial Report be filed for audit. Motion carried unanimously.

- President's Report President Rettew reported on the following: He, Larry Burkhardt, Ginny McGrath and Susan Hauer met with Commissioner Stuckey today at 3:00. All participants contributed to helping Commissioner Stuckey understand library history and funding. Stuckey could not give them an answer about future funding, but thanked them for coming and told them the door is open for discussion.
- Herb Landau was asked to report on Commissioner Lehman's visit to the Milanof-Schock Board meeting.
- Facility Committee President Rettew referred to the appointment of a long-term space planning committee, and deferred the topic to Board discussion following the regular meeting.
- Meeting Structure President Rettew referred to the new meeting structure – 6:00 PM committee meetings, 7:00 PM System Board meeting, followed by open Board discussion until approximately 9:00 – and asked Board members' opinions. Comments included: three hours is a long time for meetings; one hour is insufficient time for proper committee discussion. Alternatives were suggested: a regular meeting held every other month, with committee meetings held in the off months. The exception would be that the Finance Committee would continue to meet monthly to review the financial report, and the Board would approve two month's financial reports at each regular meeting. After discussion, the following motion was made.
- Motion** On motion and second, the System Board approved the continuation of the meeting structure as it currently exists: 6:00 PM committee meetings, 7:00 PM Board meeting, followed by Board discussion. Motion carried unanimously.
- It was noted that committees can schedule and hold their meetings as desired, and are not limited to the one-hour prior to the Board meeting.
- Administrator's Report In addition to her written report included in the Board mailing and sent electronically to Library Board Presidents and the News mail list, Susan Hauer reported the following: 1) Terry Kauffman has withdrawn his nomination to the System Board, due to time constraints. 2) The Library System MarketEdge program was a finalist in the Brand Identity/Unique Marketing Campaign of the Nonprofit Innovation Awards. She attended the awards ceremony with Rhonda Kleiman, Bud Rettew and Marita Skacel, Professional Development Manager, Lancaster Chamber of Commerce and Industry, on April 2. The Center for Independent Living of Central PA (Camp Hill) was the winner. 3) Six people have completed the Competitive Intelligence (CI) program, and the Chamber has sent a reimbursement check. At least two attendees are registered for the next round of training. 4) Beth Ann Zambella accompanied Hauer and reported on a recent Commissioner meeting. Kay Rohrer will attend a future meeting with Hauer, and Rhonda Kleiman will present the MarketEdge program. 5) Milanof-Schock Library

has been awarded an LSTA grant for \$40,000 to update technology. Eastern Lancaster County and Lititz libraries' applications were not awarded. 6) Hauer reported that she will be on vacation beginning April 22, and will return May 14.

- Directors Council Report In addition to the Directors' Council notes for March 2009 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Herb Landau, Directors' Council Liaison, reported on the following: 1) Discussion at the April meeting focused mainly on the District budget; and 2) Two Library Directors will attend the System Managers' meetings held the Tuesday during the week of the Directors' Council meeting.
- Committees Finance Larry Burkhart, Treasurer, reported that the Finance Committee reviewed the March finance report, which was reported earlier in the meeting.
- Governance John Havrilla, Chair, reported that the Committee met at 6:00, just prior to this meeting, and began review of the Board Job Description and Roles and Responsibilities.
- Other Business None.
- General Comment Dale Reinecker reported on and congratulated Mary Ann Heltshe-Steinhauer and the Author Luncheon Committee on a very successful event. Bud Rettew reported on the availability of grants up to \$35,000 from United Disabilities, for the installation of equipment or building upgrades that make buildings handicapped-accessible.
- 3- Point Summary The Board decided on the following three points to include in the summary for reporting to their library boards: 1) The state of County Funding, and that it is paid to the System in 12 increments; 2) The United Disabilities grant information; and 3) Continued attendance at Commissioner meetings.
- Next Meeting The next meeting is scheduled for Tuesday, May 19, 2009, 7:00 PM, Library System office.
- Adjournment **Motion** It was moved by Ron Vail that the meeting be adjourned. Motion carried unanimously.
- A Board discussion session followed the adjournment of the regular meeting. Tonight's discussion was *The Fork in the Road –achieving stable funding for library services in the county.*

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary