

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
April 20, 2010

Attendance:

Board Members: John Havrilla, President; Virginia McGrath, Vice President; Diane Hastings, Secretary; Sandy Dinoff, Treasurer; Dudley Feltham; Diane Rice; Kay Rohrer; Robert Sabatelli; Kevin Service. Absent: Hugh MacMaster.

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

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Kristin Fernetz, Director, Strasburg-Heisler Library; Herb Landau, Executive Director, Lancaster Public Library; Debra Rosser-Hogben, Director, Milanof-Schock Library; Joyce Sands, Deputy Director, Lancaster Public Library; Frances Vita, Director, Quarryville Library; Joe Zappacosta, Director, Ephrata 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 Havrilla at 7:00 PM on Tuesday, April 20, 2010, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report

Minutes

**Approval**

Diane Hastings, Secretary, referred to the minutes of the March 16, 2010, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Sandy Dinoff, Treasurer, referred to the March 2010 financial report, as included in the Board mailing. She reported that the Finance Committee recommends that the report be filed for audit. After discussion, the following motion was made.

**Motion**

On motion by Sandy Dinoff, the System Board of Directors directed that the March 2010 Financial Report be filed for audit. Motion carried unanimously.

President's Report

President Havrilla reported on the following: 1) Ron Kratofil, CEO, Goodwill, Keystone Area, facilitated the April Board Work Session. The focus was the role of the System Board: The Board determined that its primary responsibility is to provide support, services, and in some cases,

leadership, to member libraries, while meeting the requirements of the State Code. Kratofil offered to return to continue the discussion, and will be invited to facilitate the May Work Session. Pending his availability, the meeting will be scheduled for 6:00 – 8:00 PM, to accommodate members who are unable to attend meetings earlier in the day. 2) Due to the amount of negative feedback Havrilla received concerning development at the System level, the formation of a Development Committee is placed on hold for now.

Administrator's  
Report

In addition to her written summary report included in the Board mailing, Susan Hauer reported the following: 1) Gerry Glenn, Executive Director, SCORE, attended the April Directors' Council meeting to present a \$1,000 check to Rhonda Kleiman for the Business Center. Kleiman accepted the check on behalf of Diane Pawling, Duke Street Business Center Librarian; Herb Landau, Executive Director; and Joyce Sands, Deputy Director, Lancaster Public Library. 2) Hauer read a letter of appreciation from Scott Handfinger, Regional Manager for the producer of *Disney on Ice*, complimenting and thanking Renee Christiansen for her assistance in making the program a success, and expressing his enthusiasm for continuing the relationship. 3) There was a question in reference to Commonwealth Libraries' regionalization of District services, and who will attend the meetings in the District Consultant role. Hauer, Mary Ann Heltshe-Steinhauer, Herb Landau and Joyce Sands will attend the meetings. 4) Hauer visited the new Bookmobile stops at Willow Valley. 5) Hauer attended the Early Learning Forum, financed with LSTA funds and hosted by the Pennsylvania Library Association.

Radio Frequency  
Identification

Hauer described RFID (Radio Frequency Identification), a tagging system for inventory control. She asked Bill Hudson to report. Hudson gave a brief background, including the commitment made to Manheim Township Public Library approximately 18 months ago to expend \$21,500 for this technology in the new library building. However, Library Directors objected to spending a high amount to provide technology to one library. Hudson negotiated with the vendor, and got the price reduced to \$3,000. The March 5, 2010, Directors' Council minutes state: "Bill Hudson presented a proposal from the System to purchase RFID software for the new Manheim Township Library. As the cost had dropped from \$20,000 (the initial estimate) to \$3,000, the consensus of the group was in favor of LSLC's providing this service to a single library."

The anticipated expenditure of \$21,500 was included in the total Information Technology line in the budget approved by the Board. To clarify expenditures in the future, Jim Showalter, Financial Manager, has suggested that budget items over \$2,500 be itemized in a capital budget. This solution met with the Board's approval.

Directors' Council Report

Joe Zappacosta, Directors' Council chair, reported in the absence of Margie Perella, Directors' Council Liaison, and noted that the March minutes were sent electronically to the Board. He read the Mission Statement developed by the Directors Council: *"To present a unified voice for the benefit of all Council Members so that their libraries and communities benefit from our shared efforts in a way that respects individual libraries' needs; raises our status in the eyes of the general public, political officials, and cooperative partners; uses our diverse talents to nurture and strengthen each other; ensures available resources are best used; and enables member libraries to provide excellent library services."*

He read the Directors' Council Statement, as developed in its Work Sessions, to the Task Force, and noted that the Council's next topic will be to develop communication between the Directors' Council and the System Board.

Committees

Finance  
Internal  
Funding  
Formula

Sandy Dinoff, Chair, reported that the second survey on funding formula categories has been sent and is due May 15. Procedures and processes are being developed that will be used when the data is collected.

Lancaster County  
Public Libraries  
Task Force

Diane Rice, Task Force member, reported that the Task Force met to develop the outline for the written report. They received reports from Library Directors, and noted that the System Board will provide its report later this week.

Other Business

None.

3- Point Summary

The Board decided on the following three points to include in the summary for reporting to their library boards:

1. The Development Committee is put on hold for now.
2. The Internal Funding Formula survey is due to Sandy Dinoff by May 15.
3. The next System Board Work Session will be facilitated by Ron Kratofil, and will define the System's mission and goals.

General Comment

None.

Next Meetings

The next Board Committee Work Session is scheduled for Tuesday, May 11, 2010, 6:00 PM. The next regular meeting is scheduled for Tuesday, May 18, 2010, 7:00 PM. Both will be held at the Library System office.

Adjournment

**Motion**

It was moved by Sandy Dinoff that the meeting be adjourned at 8:12 PM. Motion carried unanimously.

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Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary