

Library System of Lancaster County
Minutes of the Board of Directors Meeting
April 20, 2011

Attendance:

Board Members: Veronica Urdaneta, President; Terry Trego, Vice President; Mark Simms, Secretary; James Lombardo, Treasurer; Ethan Demme; Terry Kauffman; Russell Miller.

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

Guests: Donna Brice, Director, ELANCO Library; Dudley Feltham, Vice President, Lititz Public Library Board; Marj Hyrb, Adamstown Area Library Board; Debra Rosser-Hogben, Director, Milanof-Schock Library; Penny Talbert, Executive Director, Ephrata Public Library; Kathy Thren, Director, Adamstown Area 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 Urdaneta at 6:02 PM on Wednesday, April 20, 2011, at the Adamstown Area Library. A quorum was present.

President Urdaneta thanked the Adamstown Area Library for hosting the meeting.

Public Comment Donna Brice noted that the ELANCO Library has transferred its adult non-fiction to the "Deweyless" system.

Secretary's Report
Minutes
Approval

Mark Simms, Secretary, referred to the minutes of the March 16, 2011, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Jim Lombardo, Treasurer, referred to the March 2011 financial report, as included in the Board mailing. He reported a beginning balance of \$1,019,221, income of \$160,063, expenses of \$170,053, and Ending Cash Balance of \$995,666. After discussion, the following motion was made.

Motion

On motion by Ethan Demme, the System Board of Directors directed that the March 2011 Financial Report be filed for audit. Motion carried unanimously.

Acting Administrator's Report	<p>Bill Hudson referred to his written report included in the Board mailing. Addressing questions from Board members, he reported the following: 1) He has been asked and has agreed to serve as Treasurer on the statewide circulation system board when it convenes. 2) Out of economic necessity, some of the member libraries are putting plans in place to begin charging for DVDs. 3) The \$100,000 donor-designated Brad Rutter donation is managed by the Lancaster County Community Foundation. Rutter will work with LSLC staff to determine projects that will benefit from the proceeds.</p> <p>Hudson and Jim Showalter discussed various cost-saving measures explored so far to reduce the System rent to High. After lengthy discussion, the Board asked for additional information. Showalter will prepare a list of options for the May Board meeting. Hudson reported that the Wide Area Network and health insurance options will also be explored.</p>
Paid Time Off for Part-time Staff	<p>Hudson reported that typically, it has not been the Library System's practice to employ part-time staff. However, due to the current economic climate, the System now has two part-time staff members, and will most likely hire more. He referred to a proposal included in the Board mailing that would allow part-time staff to earn vacation and sick time at one-half the rate of fulltime staff. After discussion, the Board tabled the proposal until a future meeting.</p>
Directors' Council Report	<p>In the absence of Kristin Fernitz, Directors' Council Liaison, Donna Brice, Library Director, Eastern Lancaster County Library, referred to the Directors' Council minutes for March 2011 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. There were no questions.</p>
Committees Finance	<p>Jim Lombardo, Treasurer, reported that a complete, independent audit for 2010 will be conducted by Sager Swisher and Company, beginning May 21.</p> <p>Lombardo recommended that the System seek bids for the 2011 audit. After discussion the following motion was made.</p>
Motion	<p>On motion by Jim Lombardo, the Library System Board of Directors approved seeking bids for the 2011 audit. Motion carried unanimously.</p>
President's Report	<p>President Urdaneta reported that she and Bill Hudson met with the staffs of Senators Smucker and Pellegi, in which ideas regarding revisions to the State Code were discussed.</p>
Strategic Planning Update	<p>Urdaneta reported that there is no update to what was presented previously.</p>

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Old Business None.

Executive Session The Board adjourned to Executive Session at 7:10 PM for personnel salary discussion.

The Board meeting reconvened at 7:45 PM.

Motion On motion by Terry Kauffman, the Library System Board of Directors approved the appointment of Bill Hudson as Acting Administrator until an Administrator is hired. Motion carried unanimously.

Adjournment

Motion It was moved by Jim Lombardo that the meeting be adjourned at 7:50 PM. Motion carried unanimously.

Next Meetings The next regular meeting is scheduled for Wednesday, May 18, 2011, 6:00 PM. at the Columbia Public Library, 24 S 6th Street, Columbia, PA.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary