

Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 19, 2003

Present: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Wayne Murphy, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Robert McCarthy, Marianne Melleby, Bud Rettew, Non-Voting Members; Barbara B. Grater, Interim System Administrator; Shannon Pierce, Finance Coordinator; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Katrina Anderson, Director, Quarryville Library; Sandra Dinoff, Director, Strasburg-Heisler Library; JoAnne Foss, Director, Lancaster County Library; Joseph McIlhenney, District Consultant; Margaret Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Claudia Roun, Director, Moores Memorial 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 7:02 PM on Tuesday, August 19, 2003, at the Lancaster County Library. A quorum was present.

Secretary's Report
Minutes
Approval Mike Ireland referred to the minutes of the July 15, 2003, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Mike Ireland reported that the Treasurer's Report was reviewed by the Finance Committee. He noted that the moving expenses will begin to be reflected in September and October. After discussion, the following motion was made:

Motion On motion by Mike Ireland, the System Board of Directors, on the recommendation of the Finance Committee, directed that the July 2003 Financial Report be filed for audit. Motion carried 6 – 0.

President's Report President Duff reported that he has no new update on the state budget.

Interim System
Administrator's
Report In addition to her written report, Barbara Grater reported the following:
1) She referred to an Access PA spreadsheet included in the Board mailing, reflecting actual quarterly figures instead of sampling periods; 2) The date for the relocation of the System office is Friday, September 26. All System services will be closed Friday through Sunday, September 26 – 28 to move into new location. Rhonda Kleiman will conduct an in-service reference training on Friday, September 26.

Motion It was moved by Glenn Landis, that the System Board of Directors authorize the closing of System Services on Friday, September 26, Saturday, September 27, and Sunday, September 28 for the purpose of moving into new headquarters. This Board recommends that staffs of member libraries attend a reference workshop on Friday, September 26 that will introduce Tier One reference books to be placed in all member libraries.

During discussion, there was a question as to whether three days is adequate time, to which Bill Hudson replied that he is confident that it is. There was a question as to whether the motion includes mandatory closing of member libraries. The answer was, no, the System Board cannot require libraries to close; they can make recommendations.

The motion was re-read, and a vote taken. Motion carried 6 – 0.

Ms. Grater referred to a copy of sections 141.24 (2) (ii) (B) and (g) (1) of the Pennsylvania Library Laws regarding the definition of a branch and the System's role in reviewing and approving construction and renovation plans. She read a letter from Senator Gib Armstrong, which states that the Senate Appropriations Committee is reconsidering the Governor's funding cuts, and it is Senator Armstrong's belief that reasonable funding levels will be restored.

Ms. Grater reported that two County Coordination Aid plans, reflecting both a 10% and a 50% cut, must be submitted to Commonwealth Libraries by October 1, 2003. Since the plan is approved by the Advisory Council and the System Board, a brief Advisory Council meeting will need to be held before the next System Board meeting.

Committee Reports

System Administrator Search

Janet Chalfant reported that the Committee interviewed five candidates on August 8 and 9. From those, three were chosen for second interviews, which are scheduled for August 25. There was lengthy discussion regarding the procedure that will be followed for the second interviews. It was determined that members of the System Board wishing to sit in on the interviews are invited to attend. A packet of information will be sent to each System Board member. A special meeting of the Board may need to be called to approve the offer presented to the selected candidate.

Site Search

Fay Snyder gave an update on the site and reiterated the anticipated moving date of September 26.

Personnel

Wayne Murphy reported that suggestions for revisions to the Human Resources policies will be reviewed by the Committee at a meeting next week.

Finance/Budget Review

Mike Ireland reported that, regarding the County Funding Request 2004, the County has notified the Library System that level funding is planned for next year. He noted that the Funding Request reflects level funding, but contains a "to grow" section in the event additional funds can be allocated. The Request is due to the Commissioners prior to the next scheduled System Board meeting. Therefore, a special meeting must be held. After discussion, it was determined that, because three items need to be addressed before the next System Board meeting, a special meeting will be held on Tuesday, September 2, 7:00 PM. The location will be announced, and the beginning of the meeting will be a brief Advisory Council meeting to take action on the County Coordination Aid Plan.

- Motion** On motion by Mike Ireland, the System Board of Directors approved scheduling a special Board meeting on September 2 to take action on the County Funding Request 2004, the County Coordination Aid Plan 2004, the System Administrator search and any other matters that may come before it. Motion carried 6 – 0.
- Contract Review No report.
- Old Business None.
- New Business Barbara Grater reported that because she and JoAnne Foss are in discussion concerning the reallocation of Central Resource Library funds to pay for Proquest, and asked that this item be tabled until the next meeting.
- Public Comment Jennifer Raimo expressed her appreciation to Donald Sager and Gossage Sager Associates for the fine job they are doing in conducting the System Administrator search.
- Next Meeting The next meeting is a special meeting and is scheduled for Tuesday, September 2, 2003, 7:00 PM, at a location to be announced. The next regular meeting is scheduled for Tuesday, September 16, 7:00 PM, at the Ephrata Public Library, 550 S Reading Road, Ephrata. It will be determined at a later date if the September 16 meeting will be held.
- Adjournment
Motion It was moved by Wayne Murphy that the meeting be adjourned at 8:04 PM. Motion carried 6 – 0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary