

Library System of Lancaster County

Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 21, 2013

Attendance:

Board Members: Terry Trego, President; Brandon Danz, Vice President; Russell Miller, Secretary; André Fouchet, Treasurer; Terry Kauffman; Diane Tannehill; Dennis Stuckey, Lancaster County Commissioner. Absent: Veronica Urdaneta; Andrea McCue, Lancaster County Commissioner Representative.

System Staff: Bill Hudson, Administrator; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Dan Coleman, Manager, Cataloging and Acquisitions Services; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Stephanie Zimmerman, Training and Development Coordinator.

Guests: Donna Brice, Director, ELANCO Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, President, Lititz Public Library Board; Andy, Kretlow, CPA, Sager, Swisher & Company, LLP; Jim Martin, President, Manheim Township Library Board; John Murr, Partner, Sager, Swisher & Company, LLP; Debra Rosser-Hogben, Director, Milanof-Schock Library; Heather Sharpe, Community Relations Manager, Lancaster Public Library; Susan Tennant, Director, Lititz 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 Trego at 6:31 PM on Wednesday, August 21, 2013, at the Library System office. A quorum was present.

Public Comment None.

2012 Financial Audit André Fouchet, Treasurer, introduced John Murr, Partner, and Andy Kretlow, CPA, from Sager, Swisher & Co., LLP, the firm who conducted the Library System's audit for 2012.

Murr reported that the audit resulted in a clean opinion with no exceptions. He noted assets of \$1.3 million and liabilities of \$92,820, and unrestricted assets of \$1.2 million. He reviewed revenue and operating expenses, and referred to Note 13 – Member Library Computer Receivable, a 3-year agreement with member libraries in which LSLC purchased 224 personal computers on their behalf. The Library System subsidized each computer in the amount of \$100.00 and financed the remaining balance, interest free, over three years.

There was a question about a management letter. Murr noted that there is no management letter, as internal controls are adequate.

Motion On motion by André Fouchet, the System Board of Directors accepted the December 31, 2012, Library System audited Financial Statements, as prepared by Sager, Swisher & Co., LLP, and presented by John Murr. Motion carried unanimously.

Secretary's Report

Minutes

Approval

Russell Miller, Secretary, referred to the minutes of the April 17, 2013, meeting, as included in the Board mailing. The minutes were approved as presented.

Minutes

Approval

Miller referred to the minutes of the May 15, 2013, meeting, as included in the Board mailing. The minutes were approved as presented.

Minutes

Approval

Miller referred to the minutes of the June 19, 2013, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

André Fouchet, Treasurer, referred to the July 2013 financial report, as included in the Board mailing. He reported a favorable variance in Salaries, Benefits, Collection, and Operating Overhead, due in part to salary savings because of an open position in IT, and timing of expenses; and an unfavorable variance in Programs and Services, due in part to supplies to support the PC rollout to the membership. After discussion, the following motion was made.

Motion

On motion by Russ Miller, the System Board of Directors directed that the July 2013 Financial Report be filed for audit. Motion carried unanimously.

President's Report

President Trego thanked those in attendance and welcomed Commissioner Stuckey.

Trego reported that the first terms of three Board members – Russ Miller, Veronica Urdaneta and himself – will end April 2014. All are eligible to serve a second term. In the coming months, Board member candidates will be solicited if any decline serving a second term,

Administrator's
Report

Bill Hudson referred to his report included in the Board mailing. There were no questions.

Hudson reported that Matt Salimbeni, Technology Specialist, graduated from YTI; and a program developed by Laura Kauffman, Library Assistant in Special Services, was featured in a book on library outreach to at-risk teens.

He noted that to cover duties formerly performed by Jeff Somerfield, some IT positions will be revamped, duties assigned to other staff members, and some tasks will be outsourced.

Directors' Council
Report

In addition to the approved Directors' Council minutes for June and July 2013 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Kathy Thren, Directors' Council Liaison, reported on the Directors' Council's 3 Talking Points to the System Board: 1) revamping the YIG Program: The group plans to work on a new vision, mission and scope that will be presented to the Directors' Council for approval; 2) the Mission GO program, along with its branding and programs, will be rendered obsolete; and 3) Teen Read Week title has changed to Teen Read Week Photo Contest.

Committees
Finance

André Fouchet, Treasurer, reported on the following: 1) a preliminary budget for 2014 is completed; 2) the 2014 figures for distribution of state funds to member libraries have been sent to libraries. There may be a few minor changes before final approval; and 3) the Finance Committee is scheduled to meet in September.

Personnel

Terry Kauffman reported that the Committee has held a phone conference with Bill Hudson, and will meet with him in Executive Session during tonight's meeting.

Development

No report.

Technology Projects
Update

Dan Coleman, Manager, Information Services, presented a Power Point presentation detailing the numerous services included in the PC roll out project, such as public, staff, online catalog and circulation PCs, online catalog, email, Internet, database backup, wireless, and spam and virus software. He reported on the challenges of replacing old and inconsistent hard- and software with a standard product, process and equipment. He commended the Board for its support of the purchase and financing of PCs for member libraries.

Public Comments
About Funding
Formula

Susan Tennant, Director, Lititz Public Library, reported that the Funding Formula is neither performance- nor incentive-based. She distributed spreadsheets detailing library rankings from high to low, rather than the standard alphabetical listing, for criteria such as, circulation, circulation per capita, resource sharing, operating, staffing and collection expenditures, and local financial effort. She presented statistics comparing performance of Lancaster County's libraries with selected peers nationally; and State Aid Funding Cuts compared to Patron Statistics, compiled by the Lancaster

County Planning Commission, as part of the Library System's Vision Project Summit of July 2012.

Old Business The Board was reminded of the Boscov event scheduled for Saturday, August 24.

3-Point Summary to Directors' Council The Board decided on the following three points to include in the summary for reporting to the Directors' Council: 1) LSLC received a clean 2012 audit from Sager, Swisher; 2) Dan Coleman gave a presentation outlining challenges and opportunities for the IT department, and an update on the implementation project to date; and 3) with vacancies in the IT department, positions will be evaluated and re-configured.

Executive Session

Motion

On motion by Russ Miller, the Board adjourned to Executive Session at 7:24 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 7:42 PM.

Adjournment

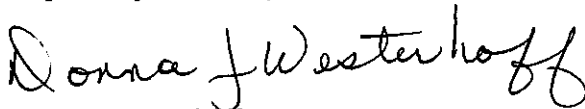
Motion

It was moved by Russ Miller that the meeting be adjourned at 7:43 PM. Motion carried unanimously.

Next Meeting

The next regular meeting is scheduled for Wednesday, September 18, 2013, 6:30 PM. at the Library System office.

Respectfully submitted,



Donna J. Westerhoff
Recording Secretary