

Library System of Lancaster County
Minutes of the Board of Directors Meeting
February 17, 2009

Attendance:

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

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

Guests: Herb Landau, Director, Milanof-Schock 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 6:03 PM on Tuesday, February 17, 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 January 20, 2009, regular meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Larry Burkhart, Treasurer, referred to the November 2008 financial report, as included in the Board mailing. He reported that there was no December meeting, and the regular meeting prior to the Annual Meeting in January did not include consideration of financial reports. The Finance Committee has reviewed the report and there are no unexpected variances. After discussion, the following motion was made.

Motion

On motion by John Havrilla, the System Board of Directors directed that the November 2008 Financial Report be filed for audit. Motion carried unanimously.

Board
Designated
Funds

Treasurer Burkhart proposed designating \$781,900 of unrestricted funds as of December 31, 2008, for several uses:

Operating Reserves (3 months)	\$636,500
Bookmobile Reserve	50,000
Capital Reserve	70,900
PC Reserve	24,500
Total	<u>\$781,900</u>

This data is presented in Note 5 of the 2008 Audited Financial Statements.

Motion	On motion by Ron Vail, the Library System Board of Directors approved designating \$781,900 of unrestricted funds as of December 31, 2008, as noted above. Motion carried unanimously.
2008 Audited Financial Statement	Treasurer Burkhart referred to the audited financial statement for 2008 from Sager Swisher and Company, and included in the Board mailing. He reported that it was a clean audit, with no findings. He thanked and congratulated Jill Brewster, Financial Manager.
Motion	On motion by Dale Reinecker, the Library System Board of Directors approved the 2008 Audited Financial Statement as prepared by Sager Swisher and Company. Motion carried unanimously.
Accounting Manual	Treasurer Burkhart referred to the Accounting Manual for the Library System of Lancaster County. He reported that all businesses and municipalities must have a manual. Ginny McGrath, as a Finance Committee member, reported that she read the manual and considered it a thorough document. Burkhart reported that the Finance Committee recommends approval.
Motion	On motion by Kay Rohrer, the Library System Board of Directors approved the Accounting Manual as recommended by the Finance Committee. Motion carried unanimously.
President's Report Committee Assignments for 2009	President Rettew referred to the draft of Committee Assignments for 2009, as included in the Board mailing. Bob Sabatelli asked to be moved from the Finance to the Governance Committee. Dale Reinecker asked to be appointed to the Nominating Committee when assignments are made later in the year.
Administrator's Report	Susan Hauer referred to her written report included in the Board mailing, posted on Lilly and sent electronically to Library Board Presidents and the News mail list. There was a question as to where to find her Annual Meeting address on the website. It is located under Advocacy. Hauer reported that Renee Christiansen wrote and submitted an IMLS grant application to Commonwealth Libraries, and commended Christiansen for compiling it in a very short time.
Directors Council Report	Herb Landau, Directors Council Liaison, referred to the January 2009 Directors' Council minutes included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. There were no questions.
Committees Executive	No report.
Finance	Larry Burkhart, Treasurer, noted the fine job that John Murr from Sager Swisher and Company did on presenting the audit to the Finance Committee.

Governance John Havrilla, Chair, distributed job descriptions and roles and responsibilities for Board members, and asked that the documents be reviewed and comments brought to the next meeting.

Other Business

Leadership Advantage Workshop Bud Rettew, Ginny McGrath, BethAnn Zambella, Susan Hauer and Donna Westerhoff attended the workshop on Saturday, February 7. All participated in two seminars, one of which was Board Governance based on Carver principles.

Board Membership President Rettew introduced and welcomed Ron Vail, new Board member representing Lititz.

Rettew read a letter of resignation from Kay Vandergrift, Strasburg-Heisler representative.

Motion On motion by Kay Rohrer, the Library System Board of Directors accepted, with regret, the resignation of Kay Vandergrift from the Board, effective February 17, 2009. Motion carried unanimously.

Code of Ethics/
Conflict of
Interest Donna Westerhoff referred to the Code of Ethics/Conflict of Interest Policy included in the Board mailing. She reported that it has not changed since last year, and asked each Board member and read, sign and return it to her for 2009.

General Comment President Rettew introduced Al Weber, facilitator for the Board retreat that will follow the conclusion of the Board meeting.

Next Meeting The next meeting is scheduled for Tuesday, March 17, 2009, 7:00 PM, Library System office.

Adjournment

Motion It was moved by Bob Sabatelli that the meeting be adjourned at 6:36 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary