



Library System of Lancaster County

Library System of Lancaster County
Minutes of the Board of Directors Meeting
February 20, 2013

Attendance:

- Board Members:** Terry Trego, President; Brandon Danz, Vice President; Russell Miller, Secretary; Terry Kauffman; Diane Tannehill. Absent: André Fouchet, Treasurer; Veronica Urdaneta; Andrea McCue, Lancaster County Commissioners' Representative.
- System Staff:** Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Stephanie Zimmerman, Training and Development Coordinator.
- Guests:** Barbara Basile, Director, Manheim Community Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, President, Lititz Public Library Board; Tom Knapp, Journalist, Lancaster Newspapers; Debra Rosser-Hogben, 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 Trego at 6:30 PM on Wednesday, February 20, 2013, at the Library System office. A quorum was present.

Public Comment None.

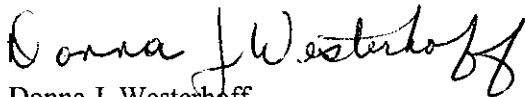
Secretary's Report
Minutes
Approval Russell Miller, Secretary, referred to the minutes of the January 16, 2013, regular meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report In the absence of André Fouchet, Treasurer, Russell Miller asked Jim Showalter to report. Showalter referred to the January 2013 financial report, as included in the Board mailing. Because of differing opinions on the word "surplus," Showalter was asked to define it in accounting terms, to which he responded that surplus is actual revenue minus actual expenses. He reported that for the past several months we have been projecting an operating net income surplus over budget in the range of \$72,000 to \$92,000. Final 2012 financial performance came in at \$74,000 operating net income surplus over budget. Showalter reported that reserves are 5 ½ months; best practices dictate it should be 6 months. After discussion, the following motion was made.

- Motion** On motion by Russ Miller, the System Board of Directors directed that the December 2012 and January 2013 Financial Reports be filed for audit. Motion carried unanimously.
- President's Report** President Trego thanked the attendees and expressed his appreciation to those who attended the annual meeting in January. He commended System staff for the excellent organization that allowed the event to proceed smoothly. He enjoyed meeting with the library board presidents, and hopes that the Presidents' meetings can be held quarterly. He reported that Stacy Aldrich was an excellent choice for the keynote speaker, and appreciates her vision for the future of Pennsylvania's libraries.
- Administrator's Report** In the absence of Bill Hudson there was no Administrator's Report.
- Directors' Council Report** Barbara Basile, new Directors' Council Liaison, introduced herself to the Board. In addition to the approved Directors' Council minutes for December 2012 and January 2013 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, she reported on the 3-point summary from the February Directors' Council meeting: 1) Advocacy project was discussed. A committee will be formed. 2) Summer Reading program sponsorship policy will be developed by January 2014 by the Directors' Council. 3) Service model conversation will be postponed until a time when the library directors and System staff have had a chance to develop their view of the future service needs of the Lancaster County communities.
- Committees Finance** In the absence of André Fouchet, Treasurer, Russell Miller asked Jim Showalter to report. A provisional budget for 2013 was approved in December, with two outstanding items – the amount of county funding and health insurance costs. Figures are in for those items, and \$65,000 was cut from the provisional budget, mostly from advocacy and training and development.
- Motion** On motion by Russ Miller, the Library System Board of Directors approved the revised 2013 budget. Motion carried unanimously.
- Personnel** Terry Kauffman reported that Brandon Danz and Diane Tannehill are serving on the Personnel Committee. The Committee received the Administrator's 360 evaluation results from Nancy Hess, and met with Bill Hudson to discuss. The Committee will present findings to the Board in an Executive Session during this meeting and to the Directors' Council at their April meeting.

- Development** In the absence of André Fouchet, Terry Kauffman reported that the Development Committee, comprised of André Fouchet, Terry Kauffman and Diane Tannehill met with Library Directors and a representative from each library board. They hope to have goals developed by April.
- Old Business** None.
- 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) The Administrator's 360 evaluation results; 2) The Development Committee outlining the goals; and 3) the revised 2013 budget was approved.
- Executive Session Motion** It was moved by Russ Miller to adjourn to Executive Session at 6:45 PM for a personnel issue. Motion carried unanimously.
- The Board meeting reconvened at 7:17 PM.
- Adjournment Motion** It was moved by Terry Kauffman that the meeting be adjourned at 7:18 PM. Motion carried unanimously.
- Next Meeting** The next regular meeting is scheduled for Wednesday, March 20, 2013, 6:30 PM. at the Library System office.

Respectfully submitted,



Donna J. Westerhoff
Recording Secretary