



# Library System of Lancaster County

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
July 18, 2012

## Attendance:

- Board Members:** Terry Trego, President; Mark Simms, Secretary; André Fouchet, Treasurer; Brandon Danz; Terry Kauffman; Russell Miller. Absent: Veronica Urdaneta, Vice President; Andrea McCue, Lancaster County Commissioners' Representative
- System Staff:** Bill Hudson, Administrator; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Stephanie Zimmerman, Training and Development Coordinator.
- Guests:** Deborah Drury, Executive Director, Elizabethtown Public Library; Cindy Farley, Lancaster Public Library; Dudley Feltham, President, Lititz Public Library; Kristin Fernitz, Director, Strasburg-Heisler Library; Karen Field, Treasurer, Lancaster Public Library Board; Craig Haggit, Lancaster Public Library; Nancy Hess, Principle, Hess Associates; Lissa Holland, Branch Manager, Lancaster Public Library; Tom Knapp, Journalist, Lancaster Newspapers; Andrew Kretlo, Sager, Swisher & Co., LLP; Herb Landau, Director, Lancaster Public Library; John D. Murr, Partner, Sager, Swisher & Co, LLP; Debra Rosser-Hogben, Director, Milanof-Schock Library; Joyce Sands, Deputy Director, Lancaster Public Library; Heather Sharpe, Lancaster Public 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 6:06 PM on Wednesday, July 18, 2012, at the Library System office. A quorum was present.
- 2011 Audit** André Fouchet, Treasurer, introduced John Murr, Partner, and Andy Kretlo, Sager, Swisher & Co., LLP, the firm who performed the Library System's audit for the year 2011. Murr reported that there were no findings, no difficulties, no materials adjustments and no conflicts. Furthermore, the mechanics of financial management are very good and strong controls exist. Murr recognized the pleasure of working with Jim Showalter, Financial Manager.
- Fouchet noted that the \$700,000 difference from 2010 to 2011 was a timing issue of monies due to member libraries in 2010 and paid in 2011. Murr affirmed.

Bill Hudson asked about the quality of the audit preparation by the Library System. Murr said the preparation is in the top 5 – 10%. The books are in very good shape. This results in a cost savings.

Hudson asked about controls. Murr answered that controls are very important. They demonstrate that the organization carries out the board's wishes by presenting clean, meaningful statements, minimizing fraud and theft. This particular audit demonstrated strong controls, and there was no management letter presented because there were no improvements suggested.

Murr thanked Fouchet for the opportunity to work with the System and again complimented Jim Showalter for his excellent work.

Karen Field asked if the audit will be published, and Hudson stated that it will be posted on the website.

Field mentioned that High Industries/Greenfield Industrial Park received a substantial reduction in their tax assessment and asked about the reason for the decrease in rent expenditures. Hudson replied the rent decrease was due to a reduced footprint. He stated he will look into the tax reassessment.

The audit represents a clean opinion with no findings.

**Motion**

On motion by André Fouchet, the System Board of Directors accepted the December 31, 2011 Library System audited financial statement, as prepared by Sager Swisher and Company, and presented by John Murr and Andrew Kretlo. Motion carried unanimously.

**Treasurer's Report**

André Fouchet referred to the June 2012 financial report, as included in the Board mailing. He noted the \$44,000 balance to the budget is due to delayed filling of positions. Dan Coleman, Manager, Information Services, has filled one of the positions so this number will remain relatively stagnant for the remainder of the year. The projection is that for the fiscal year 2012 the Library System will be at or better than budget.

**Motion**

On motion by André Fouchet, the System Board of Directors directed that the June 2012 Financial Report be filed for audit. Motion carried unanimously.

**President's Report**

President Trego thanked everyone for attending and noted that it was a larger than average group.

Trego addressed the Visioning Summit event that took place at Harrisburg Area Community College's Lancaster Campus on Tuesday, July 17, 2012. The day began with a fairly intensive presentation of data and then moved to more vision work later in the day. Trego believes this is a great step in the

right direction. He noted that he heard the word, "collaboration" throughout the day and indicated he sees advancement and room for growth as member libraries and the System work together in facing and overcoming obstacles in the path.

Bill Hudson commended Mary Ann Heltsche-Steinhauer on her efforts in making the Visioning Summit a success.

Administrator's  
Report

Bill Hudson had no report in addition to his written report included in the Board mailing, and there were no questions.

Directors' Council  
Report

In the absence of Fran Vita, Deborah Drury reported the following: 1) The Mission Go program is being reevaluated and will be deployed in a new manner, with the same goal of getting young people engaged in using the library; 2) the collaborative efforts of the funding formula discussion; and 3) the check presentation from SCORE to the Duke Street Business Center at the Directors' Council meeting in July.

In response to a question, Drury stated that five is the minimum age for a public library card in Lancaster County.

Russ Miller asked about LSTA grant opportunities and the pursuit of the Library System and member libraries for these grants. The guidelines for the LSTA grants are not available at this time, and the deadlines have not been presented. The concept of the Candidate School grant was briefly presented.

Brandon Danz indicated that all feedback to the funding formula is appreciated. Clarification for the first formula presentation was requested. Again, member libraries were encouraged to provide feedback regarding the formula in the manner requested by the committee.

Committees  
Finance

There will be no committee meeting in July. In August preparations for the 2013 budget will begin. The finance committee will not meet before that time and should plan on several meetings between late August and early November.

Funding  
Formula

Russ Miller reviewed the funding formula process stating that the most recent version of the formula went out to directors, and several libraries responded. To date, the committee has heard from nine of fourteen libraries. There was an indication that there was not a long enough response time, so the deadline was extended to July 31<sup>st</sup>. The committee will meet again, review the responses and provide a recommendation to the System Board at the August meeting. Libraries will have an opportunity to review and comment on the formula before the August board meeting.

Karen Field brought up a concern about measurements citing computer use as a potential consideration for measurement. A brief discussion ensued wherein it was mentioned that it is a difficult service to measure for several reasons, including the different manner in which computer use is permitted at member library locations.

Brandon Danz reiterated the committee is listening to comments made by member libraries. Responses supported by data are highly encouraged.

Personnel  
Administrator  
Evaluation  
Process

Nancy Hess, Principle, NJ Hess Associates, thanked the Board for her engagement, and stated her familiarity with the challenges of 360° evaluations. She will be responsible for developing a tool, launching use of the tool, making sure methodology is in place to generate feedback and to help navigate the anomalies throughout the process.

She referred to the "Key Organization Drivers" that are currently on the table, including: communication, facilitating goal-setting, fostering collaboration, transparency and opportunity for input, ability to make tough choices, ability to find funding streams, stakeholder relations, fairness and the perception of fairness, fiscal accountability, and loyalty/commitment to the vision.

Hess noted more time and research is required to clarify the roles and responsibilities of the Administrator, System Board, and the shared responsibilities. The clearer these are up front, the stronger the 360° evaluation will be.

Hess indicated that within the next month NJ Hess Associates will be ready to walk through the survey. The approach will be very simple.

Terry Kauffman mentioned the committee will meet in Executive Session to discuss the initial findings because it is a personnel matter. This year may take a little longer, as it is a new process. Future years are expected to be smoother.

Hess stated she thinks that this goes along with the desire for data and higher levels of collaboration.

Secretary's Report  
Minutes

The secretary's report was delayed until this position on the agenda. A quorum from the April and May meetings was not present, and thus approval was delayed.

**Motion** Terry Kauffman moved to make an exception and post the tentative unapproved minutes from April and May 2012 on the website prior to approval because of the long delay in approval. Motion carried unanimously.

Old Business None.

Public Comment None.

Executive Session

**Motion** On motion and second, the Board adjourned to Executive Session at 6:57 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 7:17 PM.

Adjournment

**Motion** It was moved by Russ Miller that the meeting be adjourned. Motion carried unanimously.

**Next Meetings** The next regular meeting is scheduled for Wednesday, August 15, 2012, 6:00 PM. at the Strasburg-Heisler Library, 143 Precision Avenue, Strasburg.

Respectfully submitted,



Donna J. Westerhoff  
Recording Secretary

From minutes written by Deborah Drury