

Library System of Lancaster County
Minutes of the Board of Directors Meeting
June 19, 2007

Attendance:

Board Members: Greg Diehl, President; Bud Rettew, Vice President; Dale Reinecker, Secretary/Treasurer; Larry Burkhart; Cheryl Deck; Pat Ditzler; Martin Hudacs; Glenn Landis; Virginia McGrath; Robert Sabatelli; Fay Snyder.
Absent: Sue Leggett; Kay Rohrer.

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

Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; Larry Gagnon, Manheim Township Public Library Board; Gary Graziano, President, Manheim Township Public Library Board; Gwen Newell, Lancaster County Planning Commission and Moores Memorial Library Guest; Debra Rosser-Hogben, Executive Director, Lancaster Public Library; Joyce Sands, District Consultant; 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 Diehl at 7:04 PM on Tuesday, June 19, 2007, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report
Minutes

Approval

Dale Reinecker, Secretary/Treasurer, referred to the minutes of the May 15, 2007, meeting, as included in the Board mailing. A request was made to reword the last sentence on page 3, under the Governance subheading, to "She noted the policies developed will be broad, end-point policies, and will not focus on System operational issues." The minutes were approved as amended.

Treasurer's Report

Dale Reinecker referred to the May 2007 financial report, as included in the Board mailing. He reported that the Finance Committee has reviewed the report, and used the accompanying memo to detail variances.

Susan Hauer introduced Greg Verchick, Financial Coordinator, who joined the Library System staff in early June. He and Sue Young worked together for one week. Verchick's background is in non-profits and auditing firms specializing in non-profits.

After discussion, the following motion was made.

- Motion** On motion by Dale Reinecker, the System Board of Directors directed that the May 2007 Financial Report be filed for audit. Motion carried.
- Audit, Draft
December 31,
2006 Dale Reinecker referred to the draft of the audit, dated December 31, 2006, as prepared by Sager Swisher Company. He reported that the auditing firm issued an unqualified opinion. Board action on the audit cannot be taken until the law firm of Hartman, Underhill & Brubaker responds to Sager Swisher with a request for information. The audit will be on the agenda for the next System Board meeting.
- Keystone Grant
Presentations Susan Hauer reported that the role of the System Board in the library Keystone Grant process is to approve the expansion plans of the member library to insure that its service area will be as well or better served by the expansion or renovation of the facility.
- Manheim
Township
Public
Library Gary Graziano, Manheim Township Board President, referred to a PowerPoint presentation on the new library building proposed to be built on the Overlook Campus. He gave an overview, which included location, services that will be provided, a plot plan, and floor plan, at an anticipated cost of \$7 to \$8 million. The township will pay \$5 million, and approximately \$2.5 million must be generated from grants and fundraising. Larry Gagnon reported that suggestions by library directors were taken into account, and some of the floor plans may be adjusted to incorporate their suggestions. Gagnon thanked Susan Hauer and the System staff, and Joyce Sands, District Consultant, for all their help in preparing the lengthy grant application.
- Motion** On motion by Ginny McGrath, the Library System Board of Directors approved the submission of a Keystone Grant application for \$500,000 by Manheim Township Public Library. Motion carried.
- Moores
Memorial
Library Bud Rettew introduced Gwen Newell, Lancaster County Planning Commission. Newell reported on the small size of Moores' current facility, with no room for growth and no off-street parking. The proposed new library building, located at 9 W Slocum Avenue, is a vacant bank building adjacent to the Christiana Borough Hall. The building will be purchased for \$200,000, and renovations will cost \$800,000. A Keystone grant request of \$350,000 will be combined with other grant requests, a

line of credit with Bank of Lancaster County, and sale of the current property to meet the cost of the new library.

Motion On motion by Dale Reinecker, the Library System Board of Directors approved the submission of a Keystone Grant application for \$350,000 by Moores Memorial Library. Motion carried.

Quarryville
Library Katrina Anderson reported that the Quarryville Library is seeking a mini Keystone grant for \$15,000 to replace the library's main entrance doors with sliding doors. Due to high winds at the top of the hill on which the library sits, the current doors are often pulled open violently by the wind, causing danger to patrons and damage to the door frames. The mechanism that operates the only handicap-equipped door is often stripped and requires expensive repairs.

Motion On motion by Dale Reinecker, the Library System Board of Directors approved the submission of a mini Keystone Grant application for \$15,000 by Quarryville Library. Motion carried.

New Board Member President Diehl reported that Columbia Library has appointed Bob McCarthy to fill their vacancy on the System Board. During discussion, Board members expressed concern and dismay at a negative comment about library governance that McCarthy included in his biographical information.

**Withdrawn
Motion** Glenn Landis moved that the Library System Board of Directors approve the appointment of Robert McCarthy to fill the unexpired term of Rose Eckman. Receiving no second, discussion continued. Landis withdrew the motion.

Motion Bud Rettew moved that the Library System Board of Directors not accept Columbia Library's appointment of Robert McCarthy to fill the unexpired term of Rose Eckman. Motion carried, with Landis abstaining.

Administrator's
Report In addition to her written report included in the Board mailing and sent electronically to Library Board Presidents and the News mail list, Susan Hauer reported the following: 1) She had suggested previously that an Accountability Committee be formed to take up the interest of the Data Warehouse Project. She has since re-thought the committee concept, and would prefer drawing statistics from what is available and developing a home grown process in-house with System staff. 2) She invited Board members to create a foursome to play in the High Industries golf outing. 3) She distributed various library newsletters and the Summer Reading pamphlet. She noted that we should be proud of the quality of the publications.

District Library Report In addition to the written report included in the Board mailing, Joyce Sands, District Consultant, reported that the *Lancaster New Era* article on the Antiques and Collectibles electronic database, will appear in the June 22 edition, not the June 15.

Directors Council Report No report. The notes from the May 5, 2007, meeting were included in the Board mailing and sent electronically to library Board Presidents, the System Board and Directors2 list serves.

Standing Committees

Executive No report.

Finance Ginny McGrath, facilitator of the Funding Task Force funding subcommittee reported that those in attendance at the meeting developed a plan for distribution, and the Committee recommends the distribution of the 2-for-1 Commissioners' Match, as distributed.

Motion It was moved by Dale Reinecker that the Library System Board of Directors approve the recommendation from the Funding Task Force funding subcommittee for the distribution of the 2-for-1 Commissioners' Match for new, sustainable allocations submitted before September 1, 2007, as distributed to the Board. After discussion, the motion carried unanimously.

Human Resources No report.

Legislative Council Fay Snyder, Chair, distributed copies of libraries' results of meetings with their State Representatives. She reported on some of the visits.

Active Ad Hoc Committees

System Membership Agreement Fay Snyder, Chair, reported that the System Membership Agreement has been sent to library boards for approval, and is due to the System by July 1st. To date, eight signed endorsements have been received.

Bylaws Greg Diehl, Chair, reported that the Committee is recommending changes to the Bylaws regarding officer term limits, what comprises a quorum, and adjustments to reflect a 14th library joining the System. The Bylaws, with recommended changes, will be sent electronically to each Board member.

Funding Task Force President Diehl reported that Board member Sue Leggett, Chair of the Funding Task Force has submitted her resignation.

**Resignation
Motion**

On motion by Bud Rettew, the Library System Board of Directors accepted, with regret, the resignation of Sue Leggett from the System Board. Motion carried.

Diehl report that he and Susan Hauer will contact the Elizabethtown Public Library Board to discuss the appointment of a candidate to fill Leggett's term, ending in January 2010.

Glenn Landis asked that a letter be sent to Leggett, thanking her for her service.

The Board discussed the Funding Task Force and came to a consensus to disband the group, except for the Standards subcommittee, facilitated by Joyce Sands.

Governance

Ginny McGrath, Chair, reported that the Committee met prior to the Board meeting. They discussed various forms of board governance, and System policies that are currently in place. She extended an invitation for additional Board members to join the committee.

Unfinished Business

None.

New Business

None.

General Comment

The suggestion was made that meetings requiring library director attendance be scheduled for the 3rd Friday of the month, as library directors have reserved that day for meetings. Susan Hauer announced that the Columbia Public Library has hired a new director, Peg Devaney, a retired biochemist, who will begin employment on June 25. It was noted that Devaney has been invited and plans to attend the next Directors Council meeting.

Next Meeting

There was discussion about whether or not it is necessary to hold a Board meeting in July, and it was determined that it is not.

Motion

On motion by Ginny McGrath, the Library System Board of Directors approved the cancellation of the July System Board meeting. Motion carried.

The next meeting is scheduled for Tuesday, August 21, 2007, 7:00 PM, Library System office.

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Adjournment

Motion

It was moved by Dale Reinecker that the meeting be adjourned at 9:30 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary