



Library System of Lancaster County

Library System of Lancaster County
Minutes of the Board of Directors Meeting
June 19, 2013

Attendance:

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

System Staff: Bill Hudson, Administrator; Donna J. Westerhoff, Internal Operations Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager.

Guests: Barbara Basile, Director, Manheim Community Library; Donna Brice, Director, ELANCO Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, President, Lititz Public Library Board; Tom Knapp, Journalist, Lancaster Newspapers; Heather Sharpe, Community Relations Manager.

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 6:34 PM on Wednesday, June 19, 2013, at the Library System office. A quorum was present.

Public Comment None.

**Secretary's Report
Minutes** A quorum of Board members present at the April and May meetings were not in attendance, and the minutes were not approved.

Treasurer's Report André Fouchet, Treasurer, referred to the May 2013 financial report, as included in the Board mailing. He reported a favorable variance in Salaries and Wages, due to an open position in IT; and Collection, due to a one-time vendor credit. He reported unfavorable variances in Programs and Services, due to bookmobile maintenance, data/fax network expenses and LSLC Board expenses; and Operating Overhead, due to the timing of expenses and when they were budgeted. Fouchet noted we are at 5.8 months working capital.

After discussion, the following motion was made.

Motion On motion by André Fouchet, the System Board of Directors directed that the May 2013 Financial Report be filed for audit. Motion carried unanimously.

President's Report President Trego congratulated a team from Lancaster Public Library, who wrote a chapter of the book, *Library Services for Youth with Autism Spectrum Disorders*; and Nicole Hartman, Assistant Director & Youth Services Coordinator at the Quarryville Library, for attaining her Masters in Library Science.

Administrator's Report In addition to his written report included in the Board mailing, Bill Hudson referred to the Capital Region Trustee Workshop Series flier, emailed to Board members and at each seat.

Directors' Council Report Barbara Basile, Directors' Council Liaison, referred to the Directors' Council 3 Talking Points: 1) Communication with the Youth Interest Group needs to be addressed. Solutions for a better method will be addressed by the Group and Bill Hudson, who graciously agreed to attend the next Y.I.G. meeting. 2) Library Awareness Campaign Goals were approved by the Council: a) Demonstrate the value of public libraries and their impact on the community; and b) Reinvent the image of the library. 3) Boscov's event, scheduled for August 24th, was discussed, and Directors were encouraged to participate as a Coordinator for some aspect of the event.

Committees Finance André Fouchet, Treasurer, reported that currently, checks for \$2,500 and below require one signature – the Administrator or a Board officer; and checks above \$2,500 require two signatures – the Administrator and a Board officer. The Finance Committee recommends that a second staff member, Dan Coleman, be authorized to sign checks in the Administrator's absence. After discussion, the following motion was made.

Motion On motion by André Fouchet, the Library System Board of Directors approved that Dan Coleman be authorized to sign checks in the Administrator's absence. Motion carried unanimously.

2012 Audit Fouchet reported that LSLC received a clean opinion from the 2012 audit. John Murr, Sager Swisher & Company, will attend the next System meeting to present the report.

Bill Hudson thanked Jim Showalter and the LSLC staff, all of whom deserve praise for the clean opinion.

Business Services Fouchet reported that the Board reviewed the Business program and agreed that the program is a worthwhile service to the community and should continue to be funded. The Board instructed Bill Hudson to investigate expanding services to the business community.

- Personnel** Terry Kauffman reported that he, Diane Tannehill and Brandon Danz met with Bill Hudson to review the findings of the 360 evaluation and make recommendations. Kauffman noted that the Personnel Committee recommends that the evaluation be part of the Library System's yearly budget.
- Kauffman reported that the Library Board Presidents asked for information on the process. Bill Hudson will contact Nancy Hess, and arrange for her to speak at an upcoming Presidents' Circle meeting.
- Development** Terry Kauffman reported that the Development Committee is on hold pending a conversation between the Lancaster Public Library, LSLC and the state librarian.
- 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 Business Services program is a worthwhile service to the community and should continue to be funded; 2) The Development Committee is on hold pending a conversation between the Lancaster Public Library, LSLC and the state librarian; and 3) The Personnel Committee recommends to the Board that the Administrator's 360 evaluation process be included in the yearly LSLC budget.
- Motion** On motion and second, the System Board approved the 3-point summary to the Directors' Council, as noted above. Motion carried unanimously.
- Unapproved Draft of Minutes** President Trego referred to the minutes from April and May, both of which have not been approved. In order to avoid further delay in providing the minutes, the Board directed that the unapproved draft be distributed.
- July Meeting** President Trego reported that because several Board members are unable to attend the July 17 meeting, he recommends that the meeting be cancelled. After discussion, the following motion was made.
- Motion** On motion by Terry Trego, the System Board cancelled the July 17, 2013, meeting. Motion carried unanimously.
- Next Meeting** The next regular meeting is scheduled for Wednesday, August 21, 2013, 6:30 PM. at the Library System office.
- Adjournment**
- Motion** It was moved by Veronica Urdaneta that the meeting be adjourned at 6:57 PM. Motion carried unanimously.

Board of Directors
June 19, 2013
Page 4

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna J. Westerhoff". The signature is written in black ink and is positioned above the printed name.

Donna J. Westerhoff
Recording Secretary