

Library System of Lancaster County
Minutes of the Board of Directors Meeting
March 18, 2008

Attendance:

Board Members: Bud Rettew, President; Glenn Landis, Vice President; Kay Rohrer, Secretary; Greg Diehl, Treasurer; Larry Burkhart; John Havrilla; Diane Jackson; Virginia McGrath; Dale Reinecker; Robert Sabatelli; Kay Vandergrift; Dennis Stuckey, Lancaster County Commission. Absent: Cheryl Deck.

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: Katrina Anderson, Director, Manheim Township Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Joyce Sands, District Consultant; Robert Spotts, President, ELANCO Library Board; Frances Vita, Director, Quarryville Library; Patrick Walters, Director, Columbia 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 Rettew at 7:02 PM on Tuesday, March 18, 2008, 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 February 19, 2008, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Greg Diehl, Treasurer, referred to the February 2008 financial report, as included in the Board mailing, and reported that it was reviewed in detail at the Board Work Session. There being no questions or comments, the following motion was made.

Motion

On motion by Ginny McGrath, the System Board of Directors directed that the February 2008 Financial Report be filed for audit. Motion carried unanimously.

Audit,
December 31,
2007

Diehl referred to the annual audit, as prepared by Sager Swisher and Company, and distributed to Board Work Session attendees or included in the Board mailing for those not in attendance. He reported that the audit was reviewed in detail at the Board Work Session, and read portions of the independent auditors' report. He noted that the auditor issued an unqualified opinion, which indicates that nothing unusual was noted or needs special mention.

Motion

It was moved by John Havrilla that the Library System Board of Directors approve the audit dated December 31, 2007, as prepared by Sager Swisher and Company. Motion carried unanimously.

Special
Distribution to
Member
Libraries

Diehl referred to the enclosure in the Board mailing referencing the distribution of approximately \$18,000 to member libraries, based on 2.5% of their collection budget in 2007. The distribution is to compensate for the inconvenience and additional cost for purchases made when Book Wholesales Inc. (BWI) was not shipping best sellers. After discussion, the following motion was made.

Motion

It was moved by Ginny McGrath that the Library System Board of Directors approve the distribution of approximately \$18,000 to member libraries, based on 2.5% of their collection budgets. Motion carried unanimously.

Installation of
AV
Equipment in
Staff
Conference
Room

Diehl referred to the enclosure in the Board mailing referencing an expenditure of approximately \$4,500 to install a widescreen TV with Internet projection capabilities in the Staff Conference Room at the System Office, in order to provide electronic display of web pages for workshops displayed as webcasts, etc. All System meetings rooms are very well used, and this is the only room that does not have projection capabilities. Diehl noted that the issue was discussed thoroughly at the Board Work Session. After discussion, the following motion was made.

Motion

It was moved by Glenn Landis that the Library System Board of Directors approve the expenditure of approximately \$4,500 to install AV Equipment in the Staff Conference Room at the System office. Motion carried unanimously.

President's Report

President Rettew referred to the enclosure in the Board mailing referencing the following motion, approved at the February 2008 meeting: "That the Library System Board of Directors conduct a work session Board of Directors meeting every other month. In months when only a Work Session meeting is held, minutes and finance reports from the previous month's Board meeting will be approved."

After further discussion at the March 11, 2008, Board Work Session, those in attendance developed a redefined recommendation to the Board.

If the Board wishes to adopt the recommendation, the motion approved at the previous meeting must first be rescinded.

**Rescinded
Motion**

It was moved by Ginny McGrath that the Library System Board of Directors approve the rescinding of the motion passed at the February 19, 2008, meeting, concerning Board Meeting Structure. Motion carried unanimously.

The recommendation of the attendees of the March 11 Board Work Session is that the Library System Board of Directors conduct a work session meeting every other month, in lieu of a regular Board Meeting. In answer to a question of what advantage this format holds, comments included that the relaxed format encourages increased Board member participation, with more discussion; that the proposed Work Session is on a regular meeting night, rather than an additional meeting at a time that may be inconvenient or conflict with other obligations.

The proposed work sessions will be open meetings with the opportunity for public comment. Minutes and finance reports will be approved at the regular Board meeting only. All Board Members are required to attend the monthly meeting, whether it is a regular Board Meeting or a work session meeting, on the third Tuesday of the month from 7:00 to 9:00 PM.

Motion

It was moved by John Havrilla that the Library System Board of Directors approve holding a work session Board of Directors meeting every other month, in lieu of a regular Board Meeting. Motion carried. Dale Reinecker cast a dissenting vote.

To continue the President's Report, President Rettew thanked Jill Brewster for the fine audit and welcomed Dennis Stuckey, County Commissioner, to the meeting.

Administrator's
Report

Susan Hauer, Administrator, referred to her written report included in the Board mailing and sent electronically to Library Board Presidents and the News mail list. There were no questions or comments.

District Library
Report

In addition to her written report included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Joyce Sands, District Consultant, reported that there are openings to attend the Trustee Institute in Grantville on April 3 and 4; details are being finalized for a multi-district work shop to be held in September and focus on library services and spaces for seniors.

Directors Council
Report

Patrick Walters, Directors Council Liaison, referred to the Directors' Council notes for March 2008, included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. He reviewed the Directors Council motions. There were no questions or comments.

Committees

Executive and Finance Work Session	President Rettew asked Greg Diehl to report on the March 11 Board Work Session. Diehl noted that the majority of the meeting focused on Board meeting structure, the review of the distribution to member libraries, the finance report and the audit, all reported previously in the meeting, under the President's and Treasurer's reports.
Human Resources	No report.
Legislative Council	No report.
Bylaws	No report.
Governance	Ginny McGrath, Chair, reported that the Governance Committee has completed the drafting of ten policies, the goal they set when they began to meet in mid-2007. Drafts of the proposed policies will be sent to Board members for their review at the April Board Work Session.

Other Business

Board Mailings	Susan Hauer reported that a suggestion was made that the hard copy Board mailing be replaced with an electronic only version. Opinions expressed during discussion included: this format could cause problems for Board members who have difficulty opening PDF documents; printing the documents from home may not be as convenient as receiving hard copies; postage savings; may be more likely to come to the meeting without the packet of information. There was consensus among Board members to try the electronic format, and revisit the issue if necessary.
Motion	It was moved by Ginny McGrath that the Library System Board of Directors approve replacing the mailed hard copy Board packets with electronic format, with the option to revisit the issue, if necessary. Motion carried unanimously.
General Comment	There was a comment that in a recent issue of <i>BoardSource</i> , the recommendation was made that posting the Board mailing on a password protected website is more secure than email.
Next Meeting	The next meeting will be a Board Work Session and is scheduled for Tuesday, April 15, 2008. The next regular meeting is scheduled for Tuesday, May 20, 2008. Both are at 7:00 PM, at the Library System office.
Executive Session Motion	It was moved by John Havrilla to adjourn to Executive Session at 7:40 PM for a personnel issue. Motion carried unanimously.

The Board meeting reconvened at 8:52 PM.

The Board agreed that President Rettew and John Havrilla will contact Elizabethtown Library officials to schedule a meeting to address concerns expressed in a communication to the Board.

Adjournment

Motion

It was moved by Ginny McGrath that the meeting be adjourned at 8:55 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary