

Library System of Lancaster County
Minutes of the Board of Directors Meeting
March 17, 2009

Attendance:

Board Members: John Havrilla, Vice President; Kay Rohrer, Secretary; Larry Burkhart, Treasurer; Diane Hastings; Virginia McGrath; Dale Reinecker; Diane Rice; Robert Sabatelli; Ron Vail; BethAnn Zambella. Prospective Board member: Sandy Dinoff. Absent: Bud Rettew.

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

Guests: Barbara Basile, Director, Manheim Community Library; Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Herb Landau, 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 Vice President Havrilla at 7:06 PM on Tuesday, March 17, 2009, 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 17, 2009, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Larry Burkhart, Treasurer, commented on Jill Brewster leaving the Library System, and that the Finance Committee wishes her well and will miss her. He referred to the January 2009 financial report, as included in the Board mailing, and reported that the Finance Committee has reviewed the report. He noted unusual variances: databases are paid yearly, thus reflecting that Collection expenses are at 36%, rather than the expected 8%; and all State Aid has been received, and 85% has been distributed to member libraries. After discussion, the following motion was made.

Motion

On motion by Ron Vail, the System Board of Directors directed that the January 2009 Financial Report be filed for audit. Motion carried unanimously.

Burkhart referred to the February 2009 financial report, as included in the Board mailing, and reported that the Finance Committee has reviewed the

report. He noted that database subscriptions also appear on the February report; otherwise, the budget is comparable to the 2008 budget at this time of year. After discussion, the following motion was made.

Motion On motion by Dale Reinecker, the System Board of Directors directed that the February 2009 Financial Report be filed for audit. Motion carried unanimously.

Funds Protected by FDIC Burkhardt distributed a spreadsheet reflecting a summary of Library System bank accounts. To assure that Library System funds are insured under the FDIC (Federal Deposit Insurance Corporation), the Finance Committee recommends opening a Money Market account at Province Bank and transferring \$100,000 to it. The Committee recommends that the Library System retain \$500,000 in its Fulton Bank operating account. After discussion, the following motion was made.

Motion On motion by Ron Vail, the System Board of Directors accepts the recommendation of the Finance Committee to transfer \$100,000 to an account at Province Bank. Motion carried unanimously.

New Board Appointees Vice President Havrilla referred to biographical information included in the Board mailing for two prospective members to the System Board: Sandy Dinoff, representing Strasburg-Heisler, and filling the unexpired term of Kay Vandergrift; and Terry Kauffman, representing Manheim Community and filling Greg Diehl's expired term. Both candidates would serve a first term ending in January 2012. After discussion, the following motions were made.

Motion On motion by Diane Hastings, the System Board of Directors approved the appointment of Sandy Dinoff to serve on the System Board representing Strasburg-Heisler and filling the unexpired term of Kay Vandergrift, ending in January 2012. Motion carried unanimously.

Motion On motion by Ron Vail, the System Board of Directors approved the appointment of Terry Kauffman to serve on the System Board representing Manheim and filling the expired term of Greg Diehl, ending in January 2012. Motion carried unanimously.

Dinoff was invited to join the Board at the table, and Kauffman was unable to attend the meeting. As per the bylaws, both nominations will be submitted to the County Commissioners for their approval.

President's Report In the absence of President Rettew, there was no President's Report.

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) Claudia Horn, hired by Commonwealth

Libraries to evaluate the District Consultant Pilot Project, plans to visit the April Directors' Council meeting. She plans to meet with System managers, and schedule phone interviews with Library Directors. 2) Bud Rettew wrote to Commissioner Stuckey, urging a method of distribution for the \$150,000 in Commissioners' funds to libraries. 3) She and Ron Vail will attend the Commissioners' Meeting on Wednesday, March 18. Ed Miller, Special Services Manager, and Laura Cheney, Library Assistant, Special Services, will speak at the meeting about work they are doing with the Youth Intervention Center. Hauer recommends that she and a Board member attend one Commissioner meeting per month. BethAnn Zambella volunteered to accompany her to a meeting in April. 4) Hauer hopes to contract with Leadership Lancaster's Board Leadership Academy to hold training for Library Boards countywide, if funds can be found in the 2010 System budget. 6) She suggested that a Legislative Breakfast be scheduled in May. Sandy Dinoff and John Havrilla volunteered to organize the event. There was discussion about various types of legislative events that could be held in addition to a breakfast. 7) Hauer reported that if libraries are interested in RFID (Radio Frequency Identification), a security and inventory technology, the System would investigate the service. 8) She reported that she gets questions about whether the System will pursue another referendum. The topic may need to be considered by the Legislative Committee and System Board.

Directors Council
Report

In addition to the Directors' Council notes for February 2009 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Herb Landau, Directors Council Liaison, reported on the following: 1) Several Library Directors met with Susan Hauer and System managers to assure that Community Relations and Business Reference are utilizing funds to the best benefit of the libraries. 2) There was discussion and a vote to ask the Commissioners to allow funds to be distributed based on the internal formula, with 2008 as a base year. 3) There was discussion and a vote to adopt the same materials invoicing procedure for Baker & Taylor and Book Wholesalers Inc. that is used with Ingram. The System pays Ingram bills, and then invoices the libraries. Libraries reimbursing the System within 15 days are eligible to receive the early payment discount.

Committees
Finance

Larry Burkhart, Treasurer, reported that Gary ~~Graciano~~ Graziano {*approved with correction 4.21.09*}, Manheim Township Board President, attended the Finance meeting. ~~Graciano~~ Graziano {*approved with correction 4.21.09*}, reported that the MTP Board was approached with the suggestion that the construction of the new library allow space to house the System office. He noted that the lower level of the building could be utilized for this purpose, but a decision must be made prior to the groundbreaking scheduled for April. Pros and cons of the proposal were discussed at the Board meeting, including housing the System within a library building, and that this MTP plan would

not allow for housing of the bookmobile. Also discussed was the investment of owning property versus renting. There was consensus that President Rettew will appoint a Long-Term Space Planning Committee to study directions that the System should take at the end of its 10-year lease in its current location.

Governance John Havrilla, Chair, reported that the Committee held its initial meeting. They will continue to meet monthly at 6:00, just prior to the Board meetings.

Other Business

Board Goals and Assessment It was decided that this topic will be discussed further at future Board work sessions. The final report from Board Retreat facilitator, Al Weber, will be sent electronically to all Board members.

Acronyms There was a request to compile a list of the acronyms and their meanings that are used in library terminology. System staff will compose the list and distribute to the Board.

Talking Points As per the recommendation from the list of Board goals generated at the Retreat, a list of talking points to communicate with member libraries was developed: 1) The distribution of the \$150,000 in County funds; 2) The two new members of the Board – Sandy Dinoff and Terry Kauffman; and 3) Long-Term Space Planning Committee.

General Comment None.

Next Meeting The next meeting is scheduled for Tuesday, April 21, 2009, 7:00 PM, Library System office.

Adjournment

Motion It was moved by Bob Sabatelli that the meeting be adjourned at 8:37 PM. Motion carried unanimously.

A Board discussion session followed the adjournment of the regular meeting. Tonight's discussion was John Carver's first principal – Who are our owners, and who are our stakeholders?

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary