



Library System of Lancaster County

Library System of Lancaster County
Minutes of the Board of Directors Meeting
March 21, 2012

Attendance:

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

System Staff: Bill Hudson, Administrator, and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Rhonda Kleiman, Business Information Manager; Stephanie Zimmerman, Training and Development Coordinator.

Guests: Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, President, Lititz Public Library Board; Tom Knapp, Journalist, Lancaster Newspapers; Debra Rosser-Hogben, Director, Milanof-Schock Library; Joyce Sands, Deputy Director, 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 6:04 PM on Wednesday, March 21, 2012, at the Library System office. A quorum was present.

Public Comment Joyce Sands distributed copies of a statistical report on the Duke Street Business Center and reported on the Center's success over the past six years.

**Executive Session
Motion**

It was moved by Terry Kauffman to adjourn to Executive Session at 6:10 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 6:37 PM.

**Secretary's Report
January Minutes
Approval**

Mark Simms, Secretary, referred to the minutes of the January 18, 2012, regular meeting, as included in the Board mailing. The minutes were approved as presented.

**February Minutes
Correction
and
Approval**

Simms referred to the minutes of the February 15, 2012, meeting, as included in the Board mailing. Russ Miller referred to the President's Report. He noted that the Funding Formula Committee had not met prior to the February meeting, as reported in the minutes. The paragraph was changed to read,

“President Trego reported that the Personnel Committee has met. The Funding Formula Committee will meet. Library Directors will be invited to join the Committee.” The minutes were approved as corrected.

**Treasurer’s Report
2011 Year-End
Financial
Report**

André Fouchet, Treasurer, referred to the 2011 Year-end financial report, as reviewed by the Finance Committee and included in the Board mailing. He reported a Beginning Cash Balance of \$1,602,648; Income of \$3,691,158; Expenses of \$3,566,112; and an Ending Cash Balance of \$901,974. Included in the ending balance are accrual basis accounting differences. Fouchet commended the Library System staff for cutting expenses during 2011. After discussion, the following motion was made.

Motion

On motion by Russ Miller, the System Board of Directors directed that the December 31, 2011, Financial Report be filed for audit. Motion carried unanimously.

**February 2012
Financial
Report**

Fouchet referred to the February 2012 Year-to-date financial report, as reviewed by the Finance Committee and included in the Board mailing. He reported a February Beginning Cash Balance of \$1,084,519; Income of \$161,418; Expenses of \$185,859; and an Ending Cash Balance of \$1,017,743. Included in the ending balance are accrual basis accounting differences. After discussion, the following motion was made.

Motion

On motion by Russ Miller, the System Board of Directors directed that the February 2012 Financial Report be filed for audit. Motion carried unanimously.

President’s Report

President Trego reported on the following: 1) He thanked the members of the Board committees for all the meetings that have been taking place; and 2) He noted the substantial amount of newspaper coverage that libraries have received recently.

**Administrator’s
Report**

As noted in his written report included in the Board mailing, Bill Hudson reported that, with input from Library Directors, the Ivy Group has been selected to assist with the construction of a countywide vision for library services. The Ivy Group brings a wealth of experience in the area of strategic planning for libraries, and has worked on planning projects with several federated systems in Pennsylvania.

**Directors’ Council
Report**

Deb Drury reported for Donna Brice, Directors’ Council Liaison. She referred to the approved Directors’ Council minutes for February 2012 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. There were no questions.

Committees

Finance

André Fouchet, Treasurer, reported on the following: 1) the Finance Committee conducted a detailed review of the 2012 budget approved tentatively at the January meeting and ratified at the February meeting on the recommendation of the Committee. 2) The Committee is developing a more substantial capital budget; and 3) the Committee will seek bids for next year's audit.

Personnel

Appointment
of Bill Hudson
as System
Administrator

Veronica Urdaneta reported that the Board is very satisfied with the excellent leadership provided by Bill Hudson serving as Acting Administrator. She cited his experience, patience, and willingness to cooperate to achieve successful collaboration, and noted that Commonwealth Libraries has granted a waiver for him to serve as System Administrator without a Masters in Library Science degree. The Committee recommends to the Board that Hudson be appointed System Administrator for the Library System of Lancaster County. After discussion, the following motion was made.

Motion

On motion by André Faucet, the Library System Board of Directors approved the appointment of Bill Hudson as System Administrator for the Library System of Lancaster County. Motion carried unanimously.

Evaluation
Vendor
Selection

Urdaneta reported that Requests for Proposal were solicited for a formal evaluation process of the System Administrator. Four proposals were received, and the Committee recommends to the Board that NJ Hess and Associates be granted the winning bid.

Motion

Terry Kauffman moved that the Library System Board of Directors approve hiring NJ Hess and Associates to conduct a 360 evaluation of the System Administrator.

During discussion, there was a question as to what factors were considered in the choice. The Committee reported that, among other components, was the cost and that the Hess proposal contained interactive portions. After discussion, the motion carried unanimously.

Reorganiza-
tion

Urdaneta referred to the organizational chart included in the Board mailing, and reported that the Personnel Committee met twice to review a recommendation in the Strategic Plan to streamline System staff. This includes combining two current manager positions, as reflected in the organizational chart.

- Motion** On motion by André Faucet, the Library System Board of Directors approved the organizational chart, dated and effective March 21, 2012. Motion carried unanimously.
- New Positions** Urdaneta reported that the Personnel Committee recommends the formation of two new positions – Manager, Information Services, created by combining the current managers of Collection Development/Technical Services and Information Technology; and an IT Systems Administrator. After discussion, the following motion was made.
- Motion** On motion by Veronica Urdaneta, the Library System Board of Directors approved the creation of two new positions: Manager, Information Services and IT Systems Administrator. Motion carried unanimously.
- Severance Policy** Urdaneta referred to the draft severance policy as included in the Board mailing. She reported that the policy is crafted after the county's policy, and the Personnel Committee recommends its adoption. After discussion, the following motion was made.
- Motion** On motion by Russ Miller, the Library System Board of Directors approved the severance policy, as presented by the Personnel Committee. Motion carried unanimously.
- Funding Formula** Russ Miller reported that the Committee met on March 19. They began the review of the current formula, and will seek Library Director input.
- Old Business** None.
- Public Comment** Mark Simms acknowledged the useful information contained in the Duke Street Business Center report distributed to the Board.
- There were questions about a timetable for developing a funding formula, what factors the Committee is considering for inclusion, and how Library Director input will be obtained. The response was that the details are still to be developed.
- Concern was expressed about systemwide fundraising and a possible threat to LPL's economic development. The response was that the System has not and will not be a threat to any library.
- The Author Luncheon featuring Geraldine Brooks, is a fundraising event scheduled for May 11 at Calvary Church. The event is sold out, but general admission tickets are available.

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Adjournment

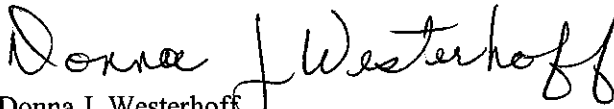
Motion

It was moved by Veronica Urdaneta that the meeting be adjourned at 7:17 PM. Motion carried unanimously.

Next Meetings

The next regular meeting is scheduled for Wednesday, April 18, 2012, 6:00 PM. at the Pequea Valley Public Library, 31 Center Street, Intercourse.

Respectfully submitted,



Donna J. Westerhoff
Recording Secretary