

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
March 20, 2013

Attendance:

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

System Staff: Bill Hudson, Administrator; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Rhonda Kleiman, Business Information Manager; Stephanie Zimmerman, Training and Development Coordinator.

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; Debra Rosser-Hogben, Director, Milanof-Schock Library; Heather Sharpe, Community Relations Coordinator, 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 6:30 PM on Wednesday, March 20, 2013, at the Library System office. A quorum was present.

Public Comment None.

Secretary's Report  
Minutes  
**Approval** Russell Miller, Secretary, referred to the minutes of the February 20, 2013, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report André Fouchet, Treasurer, referred to the February 2013 financial report, as included in the Board mailing. He reported that there are no unexpected variances and no capital expenditures. After discussion, the following motion was made.

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

President's Report	President Trego welcomed guests to the meeting. He reported that Board committees have been meeting, and he thanked the members for the time they've given.
Administrator's Report	In addition to his written report included in the Board mailing, Bill Hudson distributed circulation statistics. He reported that between 2003 and 2012, circulation increased 50%, while the budget increased 15%. He reviewed information contained in the charts. Questions and discussion followed.
Tech Petting Zoo	Stephanie Zimmerman, Training and Development Coordinator, reported that technology is moving at a rapid pace, and patrons are asking for help with many devices. The Tech Petting Zoo contains mobile devices that can be booked by library staff and volunteers for self-directed learning and programming. Eventually, the zoo will be available to patrons.
Directors' Council Report	In addition to the approved Directors' Council minutes for February 2013 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Barbara Basille, Directors' Council Liaison, reported on the Directors' Council 3-Point Summary to the Board: 1) We support directing extra resources to CAS to improve the timeliness of receiving new material delivery arriving at the libraries. Patron concerns drive this support; 2) Boscov's Back-to-School Event opportunity; and 3) Bill explained the budget and Capital projects.
Committees	
Finance	
Check-Signing Limits	André Fouchet, Treasurer, reported that currently a Board officer must co-sign checks in excess of \$1,000. The Finance Committee recommends raising that limit to \$2,500. The auditors are in agreement.
<b>Motion</b>	On motion by André Fouchet, the Library System Board of Directors approved raising the Administrator's check-signing authorization from \$1,000 to \$2,500. Motion carried unanimously.
Certificate of Deposit	Fouchet reported that the Finance Committee recommends moving \$250,000 from the Fulton Money Market account to a Certificate of Deposit to realize higher interest return.
<b>Motion</b>	On motion by André Fouchet, the Library System Board of Directors approved moving \$250,000 from the Fulton Money Market account to a Certificate of Deposit. Motion carried unanimously.

Designation of Unrestricted Funds Fouchet referred to the Designation of Unrestricted Funds Working Capital, as sent to the Board. Designation of Unrestricted Funds is approved annually by the Board and is an internal control oversight that prohibits discretionary spending of reserves by those running the day to day operation without prior consent from the Board. The Finance Committee recommends Board approval.

Projected working capital (current assets less current liabilities) at 12/31/2012 is \$919,401. This represents approximately 5 months of available working capital based on current budgeted levels and is to be designated as follows:

1. Short term – Operating of \$551,641 is reserved and represents approximately 3 months. These funds are designated to replace normal operating funds should we experience a dramatic downturn in annual funding by either the County of Lancaster or the State of Pennsylvania.
2. Long term – Capital expenditures of \$377,760 is reserved and represents approximately 2 months. These funds are primarily designated for Bookmobile replacement/major repair and/or major technology upgrade/replacement.

**Motion** On motion by André Fouchet, the Library System Board of Directors approved the Designation of Unrestricted Funds, as noted above. Motion carried unanimously.

Personnel Terry Kauffman reported that he and Diane Tannehill will attend the April Directors' Council meeting to present the Administrator's 360 evaluation.

Old Business None.

3-Point Summary to Directors' Council The Board chose the following three points for the summary for reporting to the Directors' Council: 1) The budget to date is showing a favorable balance; 2) the Board approved the designation of \$919,401 unrestricted funds. This represents approximately 5 months of available working capital; and 3) Bill Hudson distributed circulation figures, which reflect that circulation systemwide increased 51% from 2003 to 2012, while expenditures increased approximately 15% (2003 to 2011).

**Motion** On motion and second, the System Board approved the 3-point summary to the Directors' Council, as noted above. Motion carried unanimously.

Adjournment  
**Motion** It was moved by Veronica Urdaneta that the meeting be adjourned at 7:03 PM. Motion carried unanimously.

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**Next Meeting** The next regular meeting is scheduled for Wednesday, April 17, 2013, 6:30 PM. at the Library System office.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary