

# Library System of Lancaster County

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
May 16, 2012

## Attendance:

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

**System Staff:** Bill Hudson, Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Stephanie Zimmerman, Training and Development Coordinator.

**Guests:** Barbara Basile, Director, Manheim Community Library; Donna Brice, Director, ELANCO Library; Shannon Champagne; 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 6:01 PM on Wednesday, May 16, 2012, at the Manheim Community Library. A quorum was present.

President Trego led the assembly in the Pledge of Allegiance.

**Public Comment** Joyce Sands, Lancaster Library, read a prepared statement, reporting that the library learned of the need for libraries to replace public access PCs after their budget was prepared. She noted that the cost will place a financial burden on the library, and requested that the System pay all the cost of replacement, rather than the proposed 20%.

## Secretary's Report Minutes

Terry Kauffman noted that Board members in attendance at this meeting do not include a quorum of Board members who were in attendance at the April meeting, and the approval of April minutes should be delayed until the June meeting.

**Motion** On motion by Terry Kauffman, the System Board of Directors voted to delay the approval of the April minutes until the June meeting. Motion carried unanimously.

**Treasurer's Report** In the absence of André Fouchet, Treasurer, Russ Miller referred to the April 2012 financial report, as included in the Board mailing. There was a question about overtime pay to staff. The overtime was paid to three processing staff to cover a staff shortage in the department. The two vacant positions have now been filled. After discussion, the following motion was made.

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

**President's Report** President Trego reported on the following: 1) He thanked the Board and Staff of the Manheim Community Library for hosting the meeting. 2) He noted that the System Board meetings are often brief, a fact that he attributes to an efficient staff who send well-organized materials in plenty of time for Board review prior to the meeting; and a committee system in which topics have been thoroughly researched and discussed at the committee level, prior to recommendations being made to the Board. 3) Nancy Hess, the Administrator Evaluation Consultant, was scheduled to speak at the meeting, but was unable to attend. She will contact Board members via email, and plans to attend the June meeting. During discussion, it was noted that her presentation is be a broad discussion of the process. Specific issues will be addressed in Executive Session.

**Administrator's Report** Bill Hudson had no report in addition to his written report included in the Board mailing, and there were no questions.

**Directors' Council Report** In addition to the approved Directors' Council minutes for March and April 2012 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Donna Brice, Directors' Council Liaison, reported on the following: 1) She referred to the 3-point summary of the May Directors' Council meeting, included in the Board mailing. She reported that the Council is asking the System Board to reinstate its 3-point summary, as had been done by prior Boards. After lengthy discussion, the Board agreed that Bill Hudson will use the agenda to write a brief summary of the meetings. Following Board review, he will send the summary electronically to Library Directors. 2) The Directors' Council accepted the System's offer to coordinate a postcard campaign asking for the restoration of funding. The System will not be identified on materials, but will print postcards for libraries to make available to their patrons, to be sent to state legislators. 3) The Directors' Council agreed that, in order to prevent impeding the progress of the public PCs, wireless network, etc. updates and new technology projects will not be implemented through the remainder of 2012, without the approval of the IT department and the Directors' Council.

Committees

Finance

2012 Capital  
Budget

Russ Miller referred to the Projected Capital Expenditures 2012 – 2014 included in the Board mailing. He reviewed the document, year by year, and reported that the Finance Committee recommends its adoption.

**Motion**

Russ Miller moved that the Library System Board of Directors adopt the Capital Expenditures 2012 – 2014, as presented.

After discussion, the motion carried unanimously.

Allotment and  
3-Year  
Loan to  
Libraries

Miller read the following motion:

**Motion**

The board proposes to assist member libraries with the purchase of new personal computers in 2012. The proposal is as follows: during 2012, member libraries can purchase collectively up to 300 PCs from Dell Computers in a one-time group purchase coordinated by LSLC IT staff. For each PC a member library purchases as part of this group purchase, LSLC will contribute \$100 (one hundred dollars) towards the cost of the PC. In addition, for each PC purchased as part of this group purchase, LSLC will provide member libraries a three year, interest-free loan for the cost of the PC. The member library will repay the loan in three yearly installments, beginning in February 2013. Each year, for 2013, 2014 and 2015, LSLC will deduct the amount of the yearly installment from the state aid payment the library gets for that year. Member libraries will be required to sign a contract agreeing to the purchase and the terms of payment.

During discussion, it was reported that the impending need to replace technology equipment, including public access computers, has been discussed for at least two years, and that due to the proposed allotment and loan, 2012 library budgets will not be impacted.

Clarification was made that, if circulation and OPAC computers must be replaced, the Library System will pay the cost.

The motion carried unanimously.

Designation of  
Unrestricted  
Funds

Miller read the Designation of Unrestricted Funds Working Capital, as included in the Board mailing:

Projected working capital (current assets less current liabilities) at 12/31/2011 is \$952,000. 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 \$530,000 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 \$422,000 is reserved and represents approximately 2.3 months. These funds are primarily designated for Bookmobile replacement/major repair, major technology upgrade/replacement and infrastructure build out associated with potential facility relocation/restructure.

Currently the cash portion of these funds resides in a money market account.

**Motion** Russ Miller moved that the Library System Board of Directors adopt the Designation of Unrestricted Funds, as presented.

After discussion, the motion carried unanimously.

**Personnel** No report.

**Old Business** None.


**Public Comment** None.

**Adjournment**

**Motion** It was moved by Russ Miller that the meeting be adjourned at 6:40 PM. Motion carried unanimously.

**Next Meetings** The next regular meeting is scheduled for Wednesday, June 20, 2012, 6:00 PM. at the Quarryville Library.

Respectfully submitted,



Donna J. Westerhoff  
Recording Secretary