

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 16, 2011

Attendance:

Board Members: Veronica Urdaneta, President; Terry Trego, Vice President; Mark Simms, Secretary; James Lombardo, Treasurer; Ethan Demme; Terry Kauffman; Russell Miller; Andrea McCue, Lancaster County Commissioners' Representative.

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

Guests: Katrina Anderson, Director, Manheim Township Public Library; Donna Brice, Director, ELANCO Library; Marion Chubb, Lititz Library staff; Deborah Drury (Beisell), Executive Director, Elizabethtown Public Library; Dudley Feltham, Vice President, Lititz Public Library Board; Kristin Fernitz, Director, Strasburg-Heisler Library; Herb Landau, Executive Director, Lancaster Public Library; Glenn Landis, Lititz; Susan Tennant, Director, Lititz Public Library; Kathy Thren, Director, Adamstown Area 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 Urdaneta at 6:00 PM on Wednesday, November 16, 2011, at the Lititz Public Library. A quorum was present.

Welcome and Introductions Susan Tennant, Director, Lititz Public Library, welcomed the Board and invited them on a tour of the library following the meeting. She introduced Dudley Feltman, library Board member; Marion Chubb, library employee; and Glenn Landis, former Board member.

Public Comment Members of the public thanked the Board for authorizing the hiring of an Information Technology staff member, for consolidating the System office, and asked for an update on the implementation of the Strategic Plan. After consultation with the Library Directors, the process will begin in January.

The Commissioners have appointed Brandon Danz to the System Board for 2012. Terry Kauffman introduced Andre Fouchet, whose nomination will be submitted to the Commissioners.

The question of the System's role in community relations and advocacy was discussed. The Board wants the System to be an advocate for libraries and to find alternative funding sources. However, much discussion needs to take place first.

A recommendation was made to the System Board to read Commonwealth Libraries' Trustee Toolkit, "*Getting on Board.*"

The invitation was reissued to System Board members to attend Directors' Council meetings. President Urdaneta asked that the dates of future meetings be sent to her.

Secretary's Report  
Minutes  
**Approval**

Mark Simms, Secretary, referred to the minutes of the October 19, 2011, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Jim Lombardo, Treasurer, referred to the October 2011 financial report, as emailed separately from the Board mailing. He reported a beginning balance of \$860,705; income of \$176,968; expenses of \$170,279; for an ending balance of \$892,327. He noted that the Finance Committee has reviewed the report. After discussion, the following motion was made.

**Motion**

On motion by Ethan Demme, the System Board of Directors directed that the October 2011 Financial Report be filed for audit. Motion carried unanimously.

Acting  
Administrator's  
Report

In addition to his written report included in the Board mailing, Bill Hudson reported the following: 1) Demolition on the System office has begun. The target date for completion of construction is December 9, and staff should be moved by the end of the year. Housing for the Bookmobile and storage space is needed. Andrea McCue reported that the County may have a solution for both needs. 2) Hudson referred to his response to Joyce Sands' request to the Board in September. Herb Landau reported that he is satisfied with the response. 3) Hudson polled the Library Directors on how they would like the annual meeting to be conducted. There was consensus that, in the future, it should have a systemwide focus, but that this is not feasible for the 2012 meeting. Terry Kauffman would like the meeting to be a big event, possibly a fundraiser, similar to the Author Luncheon. He agreed that there is not enough time to organize this for 2012, but he would like the format to change for 2013.

Directors' Council  
Report

In the absence of Penny Talbert, Directors' Council Liaison, President Urdaneta referred to the approved Directors' Council minutes for October 2011 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. There was a question about priority tables. The explanation was that libraries rotate to the top of the list, to take turns filling holds.

Committees

Finance

Ethan Demme reported for Jim Lombardo, Treasurer. He referred to the Summary of Annual Projected Financial Performance for 2011, as prepared by Jim Showalter. He commended department managers for the efficient running of their departments.

System Membership  
Agreement

Bill Hudson reported that the meeting had to be rescheduled, and the Committee has not yet met.

President's Report

President Urdaneta noted that the topics included in her report have been discussed previously in the meeting.

Reschedule or  
Cancel December  
Meeting

President Urdaneta reported that the December meeting is scheduled for the 21<sup>st</sup>, during Christmas week. The Board discussed whether to cancel or change the date of the meeting. It was decided that the meeting will be held on Wednesday, December 21, at the System office, as scheduled.

Old Business

System Board  
Member  
Nominations  
for 2012

As reported in the Public Comment portion of the minutes, the Commissioners have approved Brandon Danz for Board membership.

The Board discussed the nomination of Andre Fouchet.

**Motion**

On motion by Terry Kauffman, the Library System Board of Directors approved that the nomination of Andre Fouchet be submitted to the Commissioners for approval. Motion carried unanimously.

Public Comment

The libraries and the System have been invited to participate in another Boscov's event, scheduled for December 10.

Executive Session

**Motion**

On motion by Jim Lombardo, the Library System Board of Directors adjourned to Executive Session at 6:30 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 7:04PM.

Adjournment

**Motion**

It was moved by Jim Lombardo that the meeting be adjourned at 7:05 PM. Motion carried unanimously.

Board of Directors  
November 16, 2011  
Page 4

**Next Meetings** The next regular meeting is scheduled for Wednesday, December 21, 2011, 6:00 PM. at the Library System office.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary