

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

Attendance:

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

System Staff: Bill Hudson, Administrator; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager.

Guests: Katrina Anderson, Director, Manheim Township Public Library; Donna Brice, Director, ELANCO Library; Kristin Fernitz, Director, Strasburg-Heisler Library; Tom Knapp, Journalist, Lancaster Newspapers; Debra Rosser-Hogben, Director, Milanof-Schock Library; Joyce Sands, Deputy Director, Lancaster Public Library; Heather Sharpe, Community Relations Manager, Lancaster Public Library; Mike Wetherhold, President, Adamstown Area Library; Jennifer Wiggin, 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 6:34 PM on Wednesday, November 20, 2013, at the Library System office. A quorum was present.

Public Comment Joyce Sands read a prepared statement regarding continuing Internet problems and the low amount of bandwidth at Lancaster Library. Bill Hudson asked the Board to add the IT discussion to the agenda, and invited Sands to join the Board at the table.

IT Discussion with Lancaster Public Library Hudson reported that LPL's recent personal computer problems were due to a server malfunction, complicated by hardware and software issues, rather than a bandwidth problem, and that IT is in contact with the manufacturer. Hudson reported that the best, most cost-effective way to increase LPL's bandwidth is being researched. Sands expressed dissatisfaction at the amount of time it will take to get the bandwidth increased.

Secretary's Report
Minutes

In the absence of Russell Miller, Secretary, the minutes of the October 16, 2013, regular meeting, and the November 7, 2013, special meeting were not presented for approval.

- Treasurer's Report André Fouchet, Treasurer, referred to the October 2013 financial report, as included in the Board mailing, and reported that we are \$44,000 under budget. He expects to end the year at or under budget, and working capital continues to be strong. After discussion, the following motion was made.
- Motion** On motion by André Fouchet, the System Board of Directors directed that the October 2013 Financial Report be filed for audit. Motion carried unanimously.
- President's Report President Trego reported on the following: 1) He recommends that those wishing to address issues with the Board ask to be put on the agenda; 2) Program evaluations are providing valuable data on programs; 3) The Extraordinary Give is scheduled for November 22, and he encouraged donations to their libraries. He noted that donations to the System will be used for the bookmobile; and 4) The Author Luncheon is scheduled for May 15, 2014.
- Administrator's Report In addition to his written report included in the Board mailing, Bill Hudson reported that he attended LPL's Board meeting. In addition to IT, topics discussed included fundraising and capital reserves. He clarified that reserves pre-date this Board and administrator. He noted that 100% of state aid is distributed to member libraries; and that all County funds are used for operations, except for the amount distributed to libraries. He noted that LPL plans a Board retreat in May, and may consider inviting the LSLC Administrator and Board.
- Directors' Council Report In the absence of Kathy Thren, Directors' Council Liaison, Donna Brice reported for the Directors' Council. In addition to the approved minutes for October 2013 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, the Directors' Council presented the following three talking points from its November meeting: 1) The 2014 Summer Reading program will begin on the first Saturday after Memorial Day. 2) Member libraries will begin recording driver license numbers in the unique ID field in order to prevent duplicate patron accounts. 3) The County may provide some level of IT support for LSLC sometime in 2014.
- Committees
- Finance There was discussion about how drivers' license number will be used.
- Finance André Fouchet, Treasurer, reported that the Committee has not met, but a meeting is scheduled for December 12. The 2014 budget will be ready for approval at the December Board meeting.
- Personnel Terry Kauffman reported that the Committee has not met.

Development	Terry Kauffman reported that Committee has not met.
Old Business	None.
3-Point Summary to Directors' Council	The Board chose the following three points to include in the summary for reporting to the Directors' Council: 1) The Board is committed to finding the most cost-effective and timely solution to the technology issues discussed at the meeting; 2) Interviews are being held for the vacant IT and CAS positions; and 3) Work continues on the 2014 Library System budget, and it should be finalized at the December meeting.
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 Terry Trego that the meeting be adjourned at 7:23 PM. Motion carried unanimously.
Next Meeting	The next regular meeting is scheduled for Wednesday, December 18, 2013, 6:30 PM. at the Library System office.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary

UNAPPROVED