

Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 21, 2003

- Board Members: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Sue Leggett, Wayne Murphy, Kay Rohrer, Voting Members; Greg Diehl, Glenn Landis, Robert McCarthy, Marianne Melleby, Bud Rettew, Non-Voting Members.
- System Staff: Susan L. Hauer, Library System Administrator; Donna J. Westerhoff, Administrative Assistant; Renee M. Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator.
- Guests: Katrina Anderson, Director, Quarryville Library; Deborah Beisell, Administrator, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; Virginia McGrath, President, Adamstown Area Library Board; Joseph McIlhenney, District Consultant; Margaret Perella, Director, Pequea Valley Public Library; Jennifer Raimo, Director, Ephrata Public Library; Claudia Roun, Director, Moores Memorial Library; Robert Spotts, President, ELANCO Library Board; Bonnie Young, Director, Lititz 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 Duff at 7:09 PM on Tuesday, October 21, 2003, at the Library System Office. A quorum was present.
- Welcome and Introduction President Duff welcomed and introduced Susan Hauer, Library System Administrator, who began her employment with the Library System on October 6.
- He expressed the Board's appreciation and gratitude to Bonnie Grater, who acted as Interim System Administrator for ten months.
- Secretary's Report
Minutes Mike Ireland referred to the minutes of the September 2, 2003, meeting, as included in the Board mailing. The minutes were approved as presented.
- Approval**
- Treasurer's Report Mike Ireland referred to the financial reports for August and September 2003, and reported that the Finance Committee reviewed the reports. He noted that although some areas are under budget and some are over, overall, we are under budget year-to-date. After discussion, the following motion was made:

Motion	On motion by Mike Ireland, the System Board of Directors directed that the August and September 2003 Financial Reports be filed for audit. Motion carried 7-0.
President's Report	President Duff referred to Glenn Miller's email message reporting restoration of funding to some agencies, and that library and drug and alcohol funding was not included in that restoration.
Nominating Committee Appointment	He reported on the need, per the System Bylaws, to appoint and approve a Nominating Committee composed of three Board members. The Committee is charged with the development of a slate of officers, who must be voting members at the start of their terms in January 2004. The slate is to be presented in writing to the Board of the Commissioners and the System Board. The Committee consists of Wayne Murphy, Chair; Glenn Landis and Bud Rettew.
Motion	On motion by Marianne Melleby, the System Board of Directors approved the appointment of the Library System Nominating Committee for 2004 Officers, as noted above. Motion carried 7-0.
Library System Administrator's Report	Susan Hauer reported the following: 1) She thanked everyone for the warm welcome she has received, and expressed her appreciation to Joe Duff, the Search Committee and the Library System staff. 2) Ms. Hauer asked each staff member to introduce themselves and highlight the projects on which they are currently working. 3) She referred to her Initial System Administrator Report, which outlines her expectations of the System and staff. 4) She reported that she has visited most of the member libraries in the first two weeks, and expressed her desire to continue the Ideal Central Resource Library Committee, comprised of Sandy Dinoff, JoAnne Foss, Herb Landau, Jennifer Raimo, Cathryn Smyth, Rhonda Kleiman and Dzintra Gorman. 5) Ms. Hauer reported on her activities over the past two weeks and briefly outlined her plans for the future, including a Legislative Council.
Committee Reports	
System Administrator Search	Janet Chalfant reported that she received the final report from Don Sager, detailing each step taken to hire Susan Hauer as System Administrator. She noted that this is the final report from the System Administrator Search Committee.
Site Search	Fay Snyder congratulated everyone who helped make the move happen. She noted that this is the final report of the Site Search Committee.
Personnel	No report.
Finance/Budget Review	Mike Ireland reported that at the October meeting, the Committee reviewed the budget and suggested some future reallocations. Mr. Ireland made the following motion on behalf of the Finance Committee after the October review of the finances of the Library System of Lancaster County:

MOTION:

Whereas the Library System and its members are faced with a possible 50% State Aid cut ,and

Whereas the System Board recognizes that member library Personnel is one of the areas of operating expenditures that will be most effected, and

Whereas, the System Board wishes to preserve a member library's most valuable asset in terms of direct service provided to the public in the reality of State Funding cuts,

Therefore, be it resolved that the System Board proposes to allocate the aggregate amount of \$100,000 to assist member libraries with Personnel costs for 2004 based on a percentage formula of the 2002 individual member library annual personnel budgets. Should the State Aid cut be less than 50%, the sum of the allocation will be decreased accordingly. These funds are intended as an addition to the member libraries' personnel budgets only beginning in January of 2004 through December 2004.

After discussion, the motion carried 7-0.

Mr. Ireland reported that, due to timing on certain billable items and services, some of the Library System's moving expenses will be paid in November.

Contract Review	No report.
Reference Workshop	Rhonda Kleiman and Mary Ann Heltshe-Steinhauer reported on the Reference Workshop held September 26 for library staff. A 3-tier core collection list has been developed, with 14 items in the first tier. The Library System has purchased the 14 items for all 16 member libraries, at a cost of \$246 per library. The workshop was facilitated by Ruth Perkins and Robert Flatley from Kutztown University, and has generated an abundance of positive feedback.
Old Business	
Membership Agreements	A list of libraries was distributed to Board members, indicating which libraries have returned their signed Membership Agreements. There are five libraries that have not yet submitted their agreements, and all are encouraged to do so as soon as possible.
New Business	
District Report at System Board Meetings	Discussion began with clarification that the proposed report would not be a District Consultant report, but a District and Central Resource Library report. There was consensus from the System Board that a District report would be helpful. After discussion, it was determined that the reports will begin at the November System Board meeting.

General Comment Mary Ann Heltshe-Steinhauer thanked the System Board for the outstanding job they've done in the past ten months since taking over the Board. Kay Rohrer stated that she would be willing to visit legislators in alignment with the Legislative Council. Joseph McIlhenney expressed his appreciation for the smooth move-out of System staff from the Duke Street building. Margie Perella thanked the Finance Committee and System Board for the spirit of being interested in the good of member libraries. Fay Snyder, Bonnie Young and Deb Beisell remarked on the numerous comments regarding the library "day of mourning."

Next Meeting The next meeting is scheduled for Tuesday, November 18, 2003, 7:00 PM, Library System office.

Adjournment

Motion It was moved by Wayne Murphy that the meeting be adjourned at 8:25 PM. Motion carried 7-0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary