

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
October 19, 2010

Attendance:

Board Members: John Havrilla, President; Diane Hastings, Secretary; Sandy Dinoff, Treasurer; Dudley Feltham; Marian Fetter; Kay Rohrer; Robert Sabatelli; Kevin Service. Virginia McGrath, Vice President, participated in the meeting via conference call. Hugh MacMaster joined the Board for the Executive Session. Absent: Diane Rice.

System Staff: Susan L. Hauer, Administrator; William Hudson, Deputy Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager.

Guests: Deborah Beisell, Executive Director, Elizabethtown Public Library; Donna Brice, Director, ELANCO Library; Lisa Greybill, Administrator, Columbia Public Library; Joyce Sands, Deputy Director, Lancaster Public Library; Penny Talbert, Interim Co-Director, Ephrata 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 Havrilla at 7:03 PM on Tuesday, October 19, 2010, at the Library System office. A quorum was present.

General Comment None.

Secretary's Report  
Minutes  
**Approval** Diane Hastings, Secretary, referred to the minutes of the September 21, 2010, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Sandy Dinoff, Treasurer, referred to the September 2010 financial report, as included in the Board mailing. She reported that the Finance Committee has reviewed the report, and found it to be accurate. After discussion, the following motion was made.

**Motion** On motion by Diane Hastings, the System Board of Directors directed that the September 2010 Financial Report be filed for audit. Motion carried unanimously.

President's Report  
Task Force  
Transition  
Committee President Havrilla reported that he and Kevin Service are System Board members on the Transition Committee. They developed a timeline of Task Force recommendations. It was submitted to the Commissioners, and no changes were requested.

- Bylaws Revision Bylaws borrowed from another Library System, revised with Library System of Lancaster County information, were sent to Attorney Dwight Yoder, Gibble, Kraybill and Hess, for his legal advice. Because Yoder reported that the document would need extensive re-writing, a draft combining two previous versions of LSLC Bylaws was developed for Yoder's review. Havrilla reported that Yoder recommended this version, and noted that a procedural change, not a legal change, was made pertaining to the appointment of a Nominating Committee. The draft was distributed to the Board. Havrilla asked that suggestions and comments be emailed to Service or himself. The adoption of the new Bylaws will on the agenda for action at the November meeting.
- Administrator's Report In addition to her written summary included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Susan Hauer reported the following: 1) Waivers for hours standards were approved for all six libraries requesting them; 2) To date, 21 resumes have been received for the part-time PC Support Technician, advertised in the *Sunday News* on October 10 and 17; and 3) A Board member reported that Manheim Township Library has received requests from patrons that they expand their hours open to include Sundays.
- Directors' Council Report Lisa Greybill, Directors' Council Liaison, referred to the approved Directors' Council minutes for September 2010 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. There were no questions or discussion.
- Committees  
Finance
- Lease Amendment Sandy Dinoff, Treasurer, referred to the Lease Amendment with High, approved at the October 20, 2009, meeting, which would have forgiven up to three month's base rent in 2010, in exchange for extension of the Library System's lease until 2016. Because the agreement was not executed, the following motion was made:
- Rescinded Motion** Sandy Dinoff moved that the Library System Board of Directors rescind the motion passed at its October 20, 2009, meeting, amending the lease with High, as noted above. Motion carried unanimously.
- 2011 Budget Dinoff reported that the System is awaiting firm quotes for health insurance before completing the 2011 budget. Even though it will be a deficit budget, the Finance Committee advised against making changes to operations or programs as the transition is made to the new Board. The 2011 budget will be distributed to the Board for action at its November meeting.
- 2011 Funding Request Dinoff referred to the Funding Request letter to the Commissioners, included in the Board mailing. She reported that, to date, there has been no response.

Other Business           None.

3- Point Summary       The Board decided on the following three points to include in the summary for reporting to their library boards:

1. The hours standards waivers have been granted.
2. The Bylaws are being revised to accommodate the new Board structure.
3. Numerous patrons have requested that the Manheim Township Library extend its hours open to Sundays.

General Comment       None.

Next Meetings           The next meeting of the Library System Board of Directors will be the Board Work Session, scheduled for Tuesday, November 9, 2010, 4:00 PM, at the System office. A Social Reception is scheduled from 5:30 to 8:00 PM at the Manheim Township Library. The next regular Board meeting is scheduled for Tuesday, November 16, 2010, 7:00 PM, at the System office.

Executive Session

**Motion**

On motion by Diane Hastings, the System Board adjourned to Executive Session at 7:24 PM for personnel issues, to discuss the Administrator Evaluation Process. Motion carried unanimously.

The Board meeting reconvened at 8:50 PM.

**Motion**

A motion was made, and carried, that in light of the recommendations made in the Task Force Report , Susan Hauer's Annual Performance Evaluation will be an informal 360 Feedback Assessment., *plus normal performance evaluation by the Board.* {Amended November 16, 2010, approved December 14, 2010} A committee comprised of Kay Rohrer, Diane Hastings and Marian Fetter will develop the questionnaire and distribute it to: External Customers (e.g. Commissioners); Trustees of the Board; Library Directors; System Staff; and Hauer. This will be an anonymous questionnaire which will be e-mailed to all parties, returned by November 8th for compilation, and discussed at the November 9 Work Session of the Board.

Adjournment

**Motion**

It was moved by Sandy Dinoff that the meeting be adjourned at 8:55 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary