



# Library System of Lancaster County

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
October 17, 2012

**Attendance:**

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

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

**Guests:** Donna Brice, Director, ELANCO Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, President, Lititz Public Library Board; Karen Haley-Field, Treasurer, Lancaster 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 6:02 PM on Wednesday, October 17, 2012, at the Library System office. A quorum was present.

**Public Comment** Deb Drury clarified her quote in the newspaper article on the funding formula. She thanked the committee for its work, not the results.

**Secretary's Report**  
**Minutes**  
**Approval** In the absence of Mark Simms, Secretary, President Trego referred to the minutes of the September 19, 2012, meeting, as included in the Board mailing. The minutes were approved as presented.

**Treasurer's Report** André Fouchet, Treasurer, reported that Jim Showalter is back to work fulltime and doing a great job getting caught up. Fouchet referred to the September 2012 financial report, as included in the Board mailing. He reported that the System should end the year approximately \$92,000 under budget, due, in part, to salary savings for vacant positions. He commended staff for trimming costs where possible. After discussion, the following motion was made.

**Motion** On motion by Russ Miller, the System Board of Directors directed that the

September 2012 Financial Report be filed for audit. Motion carried unanimously.

- President's Report President Trego welcomed those who were in attendance, and thanked them for coming to the meeting. He reported that Pat Ditzler, Lancaster Library past president and former board member, and former System Board member, who has chaired the library book sale for many years, has been named a recipient of the Jefferson Award.
- 2013 Planning Trego reported that planning sessions to prepare for 2013 would be helpful, and asked Board members if they want to hold a few. The response was affirmative. Trego will contact Board members to schedule one or two workshops to plan for the coming year.
- Development Committee Trego reported that he has asked Terry Kauffman and André Fouchet to create a Development Committee. Kauffman asked that he and Fouchet be invited to a Directors' Council meeting so that libraries can be included in the funding avenues explored.
- Presidents' Circle Trego feels that periodic, perhaps quarterly, meetings with presidents of the System and library boards could result in a sharing of much useful information. Within a month, he will be in contact with board presidents to set up the first meeting.
- Administrator's Report In addition to his written report included in the Board mailing, Bill Hudson reported on the following: 1) Penny Talbert, Director, Ephrata Library, will be a guest on WITF Radio's SmartTalk, Thursday at 9:00 AM and 2) A recent report published by the American Library Association highlighted innovative services that help communities "weather the storm" of the Great Recession, and Lancaster County's MarketEdge service was named as one. Kudos to Rhonda Kleiman.
- Strategic Vision Project Hudson presented a Power Point Presentation outlining the Visioning Project, what has been accomplished so far, and what is planned for the near future. The Ivy Group conducted telephone and web surveys, a focus group session, and created benchmarking, comparing member libraries and similar libraries nationwide. Resultant data was collated and presented to Library directors and board presidents at a Visioning Summit meeting. Draft statements were developed, and vision statements will be created that reflect the dreams of the group. The final statements will be published after being presented to each Board. The statements will be used to influence policy, planning, and advocacy.
- Directors' Council Report Donna Brice reported in the absence of Fran Vita, Directors' Council Liaison. In addition to the approved Directors' Council minutes for September 2012

included in the Board mailing and sent electronically to Library Board Presidents, the Directors2 mail list, and System staff, Brice referred to the Directors' Council 3-point summary included in the Board mailing: 1) Changes for loan rule materials will be done on an individual library basis; 2) County Coordination Aid was approved; and 3) Hard drive backup options will be available to libraries and supported by the LSLC.

Committees

Finance

André Fouchet, Treasurer, reported that the Finance Committee met regularly early in the year, and less frequently over the past several months. Several meetings are scheduled in the next few months, and the 2013 budget will be on the agenda for approval at the December meeting. A request was made that a draft budget be presented at the November meeting.

Personnel

Terry Kauffman reminded the Board that the training for the online 360 evaluation of the administrator is scheduled for Friday, October 19, 9:00 AM at the System office. Nancy Hess will be in attendance to conduct the training and answer questions. Library Directors and System Staff have been reminded via email.

Old Business

Changing Month  
of Annual  
Meeting and  
Bylaws  
Revision

Bill Hudson referred to a copy of the bylaws, at each Board member's seat. In the copy, all references to annual meeting and Board terms were highlighted, and new wording was proposed. There was lengthy discussion about the changes needed to the bylaws to allow for moving the annual meeting to April, and to the wording to be used. After suggestions from the membership are compiled, a draft revised copy will be sent to Board members for discussion at the November meeting and approval at the December meeting.

3-Point Summary to  
Directors'  
Council

The Board decided on the following three points to include in the summary for reporting to the Directors' Council: 1) the approximately \$92,000 budget surplus; 2) the Development Committee will begin discussion with the Directors' Council; and 3) update on progress of the Visioning Project.

Public Comment

Concern was expressed about the Development Committee: 1) a joint fundraising effort will confuse the public; and 2) libraries have worked hard on development, and there is fear that Systemwide fundraising efforts will create competition with the libraries and the work they have done. The response noted that public funding will not increase in the near future. A way must be found, working together, to tap into new funding sources that have not yet been explored. It was reiterated that the Development Committee will include libraries, and the request to invite Kauffman and Fouchet to a Directors' Council meeting, was repeated.

A question was asked about how funds raised by the Systemwide Development Committee will be allocated to libraries, to which an audience member replied that she does not expect money to be given to libraries, but that funds generated will be used to provide services that her library cannot afford. She applauded the effort of the Committee. Another audience member agreed, and expressed that she is willing to work with the Committee for the good of all the member libraries and the System. It was noted by another audience member that, with state funding cuts, they need to raise funds locally to run the library.

It was noted that the ALA report highlighting innovative services mentioned LSLC and the MarketEdge Competitive Intelligence Service , it was listed along with the New York Public Library and the Free Library of Philadelphia.

There was a question about whether the Task Force recommendations are being considered while in the Visioning Project, to which the answer was yes.

**Executive Session**

**Motion**

On motion by André Fouchet, the Board adjourned to Executive Session at 7:05 PM for personnel and contract issues. Motion carried unanimously.

The Board meeting reconvened at 7:35PM.

**Adjournment**

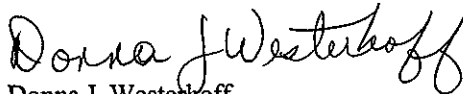
**Motion**

It was moved by Terry Kauffman that the meeting be adjourned at 7:37 PM. Motion carried unanimously.

**Next Meetings**

The next regular meeting is scheduled for Wednesday, November 14, 2012, 6:00 PM. at the Quarryville Library, 357 Buck Road, Quarryville.

Respectfully submitted,



Donna J. Westerhoff  
Recording Secretary