



# Library System of Lancaster County

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
October 16, 2013

## Attendance:

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

**System Staff:** Bill Hudson, Administrator; Donna J. Westerhoff, Internal Operations Manager.

**Guests:** Donna Brice, Director, ELANCO Library; Deborah Drury, Executive Director, Elizabethtown Public Library; Dudley Feltham, President, Lititz Public Library Board; Debra Rosser-Hogben, Director, Milanof-Schock Library; Joyce Sands, Deputy Director, Lancaster 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 Trego at 6:30 PM on Wednesday, October 16, 2013, at the Library System office. A quorum was present.

**Public Comment** None.

**Secretary's Report**  
**Minutes**  
**Approval** Russell Miller, Secretary, referred to the minutes of the September 18, 2013, meeting, as included in the Board mailing. The minutes were approved as presented.

**Treasurer's Report** André Fouchet, Treasurer, referred to the September 2013 financial report, as included in the Board mailing. He reported a positive variance in salaries due to a vacancy in IT. LSLC is in a favorable position at this time, and it is anticipated we should finish the year on or ahead of budget. He noted that \$1,800 was saved on the audit expense, and working capital remains strong. After discussion, the following motion was made.

**Motion** On motion by André Fouchet, the System Board of Directors directed that the September 2013 Financial Report be filed for audit. Motion carried unanimously.

**President's Report** President Trego reported on the following: 1) The next Presidents' Circle meeting is scheduled for December 5. 2) The System Membership

Agreement committee has been formed, and includes System Board members, Diane Tannehill, Veronica Urdaneta, Russ Miller; and Library Directors, Penny Talbert, Deb Drury, and Katrina Anderson. 3) Heather Smith Youth Services Librarian at ELANCO Library is the recipient of an award from NASA, which includes a 3-day training on spaceflight and attendance at a launch. Participants received a sample of moon rocks. 4) Lititz Library's program for pre-school children, "1,000 Books Before Kindergarten." 5) He noted upcoming library fundraisers.

Administrator's  
Report

In addition to his written report included in the Board mailing, Bill Hudson reported on the following: 1) He thanked Diane Tannehill for her help in selection of the marketing firm. 2) The System Membership Agreement committee will be contacted to begin meetings. 3) \$132,000 in E-rate funds has been approved. These are federal funds to pay telecommunication costs.

Directors' Council  
Report

In addition to the approved Directors' Council minutes for September 2013 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Kathy Thren, Directors' Council Liaison, reported on the following Three Talking Points from their October meeting: 1) LSLC IT services needs to be a priority in the System budget. 2) Penny Talbert has completed competency training at several member libraries and on Webjunction. Penny has also agreed to offer training at libraries in York County. 3) Council agreed to continue partnerships with Boscov's and Royer's as an opportunity to promote library services in Lancaster County.

Committees  
Finance

André Fouchet, Treasurer, reported that the Committee has not met since the last Board meeting. He asked that the Board meet to discuss unresolved areas of the budget before moving forward with the 2014 budget.

Personnel

Terry Kauffman reported that the Committee is working on a report for the Finance Committee regarding salary structure for the Administrator and other positions. The Committee has reviewed salary structures in other library systems.

Development

There was no report.

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 Presidents' Council is scheduled to meet on December 5; 2) Diane Tannehill, Veronica Urdaneta and Russ Miller will serve as Board member appointees to the System Agreement Committee; and 3) The 2014 budget is being developed, and should be firmed up over the next few weeks.

**Motion** On motion by Russ Miller, the System Board of Directors approved the 3-point summary to the Directors; Council, as noted above. Motion carried unanimously.

Executive Session

**Motion** On motion by Terry Kauffman, the System Board adjourned to Executive Session at 6:47 PM for personnel issues. Motion carried unanimously.

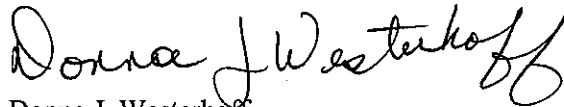
The Board meeting reconvened at 7:34 PM.

Adjournment

**Motion** It was moved by Brandon Danz that the meeting be adjourned at 7:35 PM. Motion carried unanimously.

**Next Meeting** The next regular meeting is scheduled for Wednesday, November 20, 2013, 6:30 PM. at the Library System office.

Respectfully submitted,



Donna J. Westerhoff  
Recording Secretary