

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
September 15, 2009

Attendance:

Board Members: Bud Rettew, President; John Havrilla, Vice President; Kay Rohrer, Secretary; Larry Burkhart, Treasurer; Sandy Dinoff; Virginia McGrath; Dale Reinecker; Diane Rice; Robert Sabatelli; Dennis Stuckey, Lancaster County Commission. Absent: Diane Hastings; Ron Vail; BethAnn Zambella.

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: Joyce Sands, Interim Executive Director, Lancaster Public Library, and Interim District Administrator; Fran Vita, Director, Quarryville Library; Joe Zappacosta, 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 Rettew at 7:08 PM on Tuesday, September 15, 2009, at the Library System office. A quorum was not present. President Rettew reported that actions taken at this meeting will be sanctioned at the October meeting.

General Comment None.

Secretary's Report  
Minutes

**Approval**

Kay Rohrer, Secretary, referred to the minutes of the August 18, 2009, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report

Larry Burkhart, Treasurer, referred to the August 2009 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the report. The ending cash and reserve balance is \$884,605, as of August 30, 2009. After discussion, the following motion was made.

**Motion**

On motion by Dale Reinecker, the System Board of Directors directed that the August 2009 Financial Report be filed for audit. Motion carried unanimously.

Finance  
Committee

Burkhart continued with the report from the Finance Committee. He reported that System staff has reduced projected spending for the balance of 2009 by \$76,000. A revised draft of the budget for 2010 reflects reduced spending of \$57,000. He cited vendor negotiations, cuts in operations, not replacing a

part-time staff member who resigned, and no anticipated staff merit pay in 2009, as factors in realizing reduced spending.

Commissioner Stuckey noted that the County's initial plan is to cut each county department's budget by a certain percentage, and then review on a case-by-case basis.

Lancaster County  
Public Libraries  
Task Force

Commissioner Stuckey reported that at their Wednesday meeting, the Commissioners will consider the formation of a task force to study what Lancaster County's residents currently have in the way of public libraries, to investigate if it should be changed, and, if so, what should be changed. The task force will look at the broad view for the long run. He noted that the task force is the creation of Terry Kauffman, former County Commissioner, because he cares about libraries. Kauffman will chair the group. Other members are: Lester Houck, Salisbury Township Supervisor; Bonita Martin, Manheim Borough Council President, and Manheim Library Board member; Jim Martin, former Manheim Township Manager; John McGrann, LPL Board President; Bud Rettew, Christiana Borough Manager, and President of the System and Moores Library boards; and Diane Rice, System and Milanof-Schock Library Boards.

System Membership  
Agreement  
Committee

President Rettew reported that the composition of the System Membership Agreement Committee to develop an agreement for 2010 will be: 2 System Board members; 2 Library Board members; 2 Library Directors; and 2 System Staff members. So far, the following people have agreed to serve: Ron Vail and Diane Hastings, System Board; Mary Lou Barton, Library Board; Donna Brice and Margie Perella, Library Directors; Susan Hauer and Donna Westerhoff, System Staff, and himself, serving as an ex officio member. Mike Wetherhold, Library Board member, has been asked to join, and the Committee awaits his answer.

The initial meeting of the Committee is scheduled for October 6.

Administrator's  
Report

In addition to her written report included in the Board mailing and sent electronically to Library Board Presidents and the News mail list, Susan Hauer reported the following: 1) Six libraries have submitted their standards so far, and more are on the way. The due date for submissions was this meeting. 2) Hauer has corresponded individually with Representatives Mike Sturla, Senator Mike Brubaker and Governor Rendell concerning the state budget, and the possible dire effects to libraries. She received a reply from Rep. Sturla, who said, he's "on it."

Directors' Council  
Report

In addition to the corrected Directors' Council minutes for July 2009 included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list, Joe Zappacosta, Directors' Council Liaison, reported

on the following: 1) The August minutes were sent prior to approval by the Directors Council, and, therefore, are an unapproved draft. 2) In answer to a question on how libraries are handling the proposed budget cuts, Zappacosta reported that some of the changes include cutting hours and cutting or not replacing staff.

Committees

Finance

Reported previously.

Governance

John Havrilla, Chair, reported that: 1) The Committee reviewed and discussed an alternate evaluation form for the Administrator. The Board recommends that Susan Hauer write one that combines criteria from both the form used in the past and new one. This should be done early enough so that it can be sent to the Board, allowing enough time for them to review it prior to the October meeting. 2) President Rettew asked the Governance Committee to review the Human Resources policies. It was noted that it a thorough document, but needs to be reviewed to assure that it is current, and new policies added, if necessary. 3) The Strategic Plan was developed in 2005. As writing a new plan is a large undertaking, President Rettew and Susan Hauer will meet to develop a Committee, composed of community and library volunteers. 4) The Board discussed the suggestion that a System Board member represent more than one library. A letter from the Manheim Board, agreeing that Ron Vail represent both Lititz and Manheim libraries, was read. Pros and cons of the proposal were presented, with discussion to continue in more detail at a later meeting. 5) The Committee recommends to the Board that the administrator and trustee job descriptions and roles and responsibilities be approved as presented. After discussion, the following motion was made.

**Motion**

On motion by Kay Rohrer, the System Board of Directors approved Job Descriptions and Roles and Responsibilities for the System Board and the Administrator, as presented. Motion carried unanimously.

The Board noted that the Governance Committee did an outstanding job on the documents.

Nominating

Larry Burkhart, Chair, reported that the Committee is scheduled to meet following tonight's Board meeting. Donna Westerhoff reported that the last Board bio was received today, and they will be posted to the website.

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) Lancaster County Public Libraries Task Force; 2) System Membership Agreement Committee; and 3) the Job

Descriptions and Roles and Responsibilities for Trustees and the Administrator.

**General Comment** Joyce Sands, Interim District Administrator, reported that the \$489,000 in district funds from the state has not been received, but should have been by now. To help cover this lack of funds, LPL is making the following cuts: a fulltime reference librarian and a half-time business librarian; the Business Center hours by 20 hours per week; the number of deliveries per week; and both the district and LPL collection expenditures.

**Next Meeting** The next meeting is scheduled for Tuesday, October 20, 2009, 7:00 PM, Library System office.

**Adjournment**

**Motion** It was moved by Bob Sabatelli that the meeting be adjourned at 8:25 PM. Motion carried unanimously.

Respectfully submitted,

Donna J. Westerhoff  
Recording Secretary