

Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 21, 2011

Attendance:

Board Members: Veronica Urdaneta, President; Ethan Demme; Terry Kauffman; Russell Miller; Andrea McCue, Lancaster County Commissioners' Representative.
Absent: Terry Trego, Vice President; Mark Simms, Secretary; James Lombardo, Treasurer.

System Staff: Bill Hudson, Acting Administrator and Manager, Information Technology; Donna J. Westerhoff, Internal Operations Manager; James D. Showalter, Financial Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Brenda Emerich, Library Assistant, Cataloging; Stephanie Zimmerman, Training Coordinator.

Guests: Rick Basom, Elizabethtown Library Board; Deborah Beisell, Executive Director, Elizabethtown Library; Nicole Cradic, Treasurer, Elizabethtown Library Board; Dudley Feltham, Vice President, Lititz Library Board; Kristin Fernitz, Director, Strasburg-Heisler Library; Marian Fetter, President, Elizabethtown Library Board; Beth Holton, Elizabethtown Library Staff; Tom Knapp, Journalist, Lancaster Newspapers; Aimee Nelson, Elizabethtown Library Staff; Joyce Sands, Deputy Director, Lancaster Library; Penny Talbert, Executive Director, Ephrata Library; Frances Vita, Director, Quarryville Library; BethAnn Zambella, Vice President, Elizabethtown Library Board.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Urdaneta at 6:09 PM on Wednesday, September 21, 2011, at the Elizabethtown Public Library. A quorum was present.

Public Comment Marian Fetter, President, Elizabethtown Library Board, welcomed the System Board and guests. The Elizabethtown Board and staff introduced themselves. Deb Beisell, Executive Director of the Elizabethtown Library, reported that the library was awarded the ALA – NEH Louisa Mae Alcott grant, and the Boscov's event generated \$1,104 to date. She invited everyone to the Systemwide party, scheduled for Friday, September 30, 6:00 to 9:00 PM, at the home of Bill Hudson.

President Urdaneta introduced and welcomed Andrea McCue, Lancaster County Commissioners' Representative to the System Board.

Secretary's Report
Minutes

In the absence of Mark Simms, Secretary, approval of the August 17, 2011, minutes was tabled.

Treasurer's Report

In the absence of Jim Lombardo, Treasurer, Ethan Demme referred to the August 2011 financial report, as included in the Board mailing. He reported a beginning balance of \$1,013,567; income of \$160,899; expenses of \$156,579; for an ending balance of \$904,395. After discussion, the following motion was made.

Motion

On motion by Ethan Demme, the System Board of Directors directed that the August 2011 Financial Report be filed for audit. Motion carried unanimously.

Acting
Administrator's
Report

Bill Hudson, Acting Administrator, referred to his written report included in the Board mailing. There were no questions.

Directors' Council
Report

Penny Talbert, Directors' Council Liaison, referred to the approved August 2011 Directors' Council minutes included in the Board mailing and sent electronically to Library Board Presidents and the Directors2 mail list. There were no questions.

Committees
Finance

Ethan Demme reported that the Finance Committee is reviewing the internal funding formula. The Committee recommendation at this time is to leave the formula the same as last year. In the near future, a committee will be appointed to develop a new formula for next year.

Motion

On motion by Ethan Demme, the Library System Board of Directors approved using the same internal funding formula as last year. Motion carried unanimously.

Facilities

Bill Hudson reported that the Facilities Committee met to study the space needs of the Library System staff. High, owner of the current office space, has agreed to allow LSLC to downsize its space by about one-half, with the signing of a 5-year lease. This option would save approximately \$128,000 over the next two years, which could be used to supplement services to member libraries. Office space within a County facility is a distinct possibility for the future, but would not be available for at least two years. Therefore, the Committee recommends that the LSLC office remain at the current location, downsizing to approximately one-half the space, and extending the lease into 2016, at an average annual cost of \$80,000, over five years. After discussion, the following motion was made.

Andrea McCue, reported that she has spoken with each Commissioner about the location of the System office. At some point in the near future, the County wants to have a conversation about housing the LSLC office within a County facility.

Motion Terry Kauffman moved that the Library System Board of Directors approve that the LSLC office remain at the current location, downsizing to approximately one-half the space, and extending the lease to 2016, at an average annual cost of \$80,000, over five years.

Motion carried unanimously.

System Board Member Nominations for 2012 President Urdaneta reported that, as announced at the August meeting, two System Board vacancies will need to be filled, beginning in January 2012. No candidates have submitted their names at this time. She asked for those interested in serving on the System Board to contact Donna Westerhoff. Andrea McCue reported that the Commissioners are also considering candidates.

Appointment of System Membership Agreement Committee Bill Hudson reported that the System Membership Agreement is to be reviewed and renewed annually. A committee composed of System Board members, Library Board Members, Library and System staff are appointed and meet to review and update the Agreement. Russ Miller volunteered to serve on the Committee. An email invitation will be sent, asking for additional volunteers.

Dissemination of Board Information Bill Hudson asked the Board if System staff is supplying what is needed for them to be effective Board members. There was consensus from those present that the information supplied is sufficient to meet their needs.

President's Report President Urdaneta reported that topics from her report were discussed previously in the meeting, and she has no additional items to report.

Old Business

County Funding Request Bill Hudson asked Andrea McCue when the County will want the LSLC County Funding Request. McCue responded that the County budget process is underway. The request should be submitted in the next week.

Executive Session

Motion It was moved by Russ Miller to adjourn to Executive Session at 6:40 PM for personnel issues. Motion carried unanimously.

The Board meeting reconvened at 7:25 PM.

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Adjournment

Motion

It was moved by Russ Miller that the meeting be adjourned at 7:27 PM.
Motion carried unanimously.

Next Meeting

The next regular meeting is scheduled for Wednesday, October 19, 2011, 6:00 PM. at the Lancaster Public Library, 125 N Duke Street, Lancaster.

Respectfully submitted,

Donna J. Westerhoff
Recording Secretary