

**Lycoming County Library System Board  
Minutes  
May 11, 2010**

**Present:** Anthony Salvatori  
Louise Eakin  
Evelyn Derrick  
Commissioner Jeff Wheeland  
Janice Trapp  
Jeffrey Swope  
Karen Temple  
Barbara McGary  
Susan Rider

**Absent:** Pauline Montgomery  
Diane Eck

**Guests:** Anne Kruger, Public Library Advisor, Commonwealth Libraries

President Anthony Salvatori called the meeting to order at 12:15 PM. Requiring action are the Membership Agreements and the part-time PC Technician position.

**The Strategic Plan** – Janice Trapp reported the Strategic Plan adopted at the last meeting was formatted into a document but did not have a mission statement therefore the mission statement on the previous Strategic Plan was used.

The Lycoming County Library System is the most successful Library System in the state and are the third most active in the turnover of materials. We have a three-year marketing plan promoting all libraries and outlets in the county. We have a good product; we need to come up with a plan to market it.

Anthony Salvatori stated goal one needs completed by January 1, 2011 and needs to start now. Search for the System Administrator position should begin in September in order to have someone on Board by January 1<sup>st</sup>. This person could then work on meeting the other goals of the plan.

**Finances** – Janice Trapp reported at the end of 2009 the general fund balance was \$58,829. The audit revealed since the end of 2007 the LCLS Literacy Fund has owed the LCLS General Fund \$52,986 for advanced payroll to Literacy when a grant was held up. This money was never paid back.

The LCLS is getting an erate reimbursement for 2010. The LCLS pays all Internet connection fees. This reimbursement went into the JVBL account but will be transferred to the LCLS account. The System will get the erate reimbursement every year – it is not a one time payment.

**PC Technician Position** – There have been complaints from member libraries regarding lack of response to service problems. We need someone to ensure the needs are met. Greg Neidig has identified someone he feels would be good but we can't proceed until the position is approved by the System Board.

Janice Trapp stated the job description for the PC Technician was sent in advance to all Board members. This is a half-time, 19-hours a week, three-days a week position – not to exceed 1,000 hours. It is eligible for nine days PTO and no benefits. Salary is \$14,000 for a full year - \$7,000 for the remainder of 2010.

There will be a three-day response time to any member library needing technology service.

Considerations for funding the position are the erate reimbursement; currently there is over \$100,000 in the System bank account that has no budgetary commitment. Another option is that the Delivery Mail Supply position which currently travels to every member library five-days a week could go half-time since the IT person will be traveling to those libraries and could take the deliveries.

Target date for this person to be on board is June 1, 2010.

Motion to hire - not to exceed 1,000 hours: Commissioner Jeff Wheeland, Seconded: Evelyn Derrick. Passed.

**Proposed Job Description - Lycoming County Library System Administrator –**

Janice Trapp explained this person would manage the LCLS and as part of this there are some duties done on a county-wide basis that could shift to this person such as conducting regular meetings with the librarians, implementing the Long Range Plan, handling and managing county level services that benefit everyone like the mobile and LINK libraries. The Lycoming County Library County Coordination Aid Plan could also fall under the job description of the System Administrator as it is county-wide.

Anne Kruger provided the District with salary range information for the position and the American Libraries Publication and PALA will be used to market the position.

**Employment Practices & Management Policies Draft** – Janice Trapp indicated action was not needed at this time. These are system-wide policies intended to guide and assist Board members and staff in understanding their obligations as employers and employees. Member libraries can have their own handbooks, their own benefits, determine their own hours, determine how much PTO time their staff gets, create their own job descriptions, etc. This manual tells you how to get what you need. Included is information on performance reviews, sample formats for Library Director Reviews, information on our responsibility as mandatory reporters of child abuse, state and federal laws we are subject to, standards of behavior - what patrons can find in any of our libraries on how they are treated and access to materials, etc.

Part of the employment practices language talks about acceptable code of conduct in member libraries – “failure to support system-wide initiatives and programs” – the System Board can take action against those who fail to comply.

Motion to add this amendment: Louise Eakin, Seconded: Evelyn Derrick.

**Collection Development Policy Draft** – Janice Trapp again indicated action was not necessary at this time. Among other things this policy includes a standard system-wide Internet Acceptable Use Policy – a policy the System needs to protect them.

**Membership Agreements** – As a Library System created by the Lycoming County Commissioners in 1983 Janice Trapp reported one requirement is a Membership Agreement for member libraries outlining responsibilities for the member libraries and the System Board. There are two agreements; one for system headquarters, James V. Brown Library (salmon colored document) and one for each member library (green document).

The agreements address the responsibilities of the member libraries and the System Headquarters and how they all work together. The agreements will be reviewed annually for changes. It needs reinforced that the LCLS Board is the authority for county level services, county level planning and how money from the state and county is allocated.

Changes from the previous agreements to the proposed agreements are the ebranch and centralized cataloging.

It was suggested to add this amendment to the member agreements: “Failure to comply with this agreement will result in loss of funding.”

The District Consultants will have workshops with member librarians to review the membership agreement. If they ignore the membership agreements they can lose funding.

Motion to approve: Louise Eakin, Seconded: Evelyn Derrick. Passed.

**Other** - Anne Kruger complimented the Lycoming County Library System as the best, most successful and strongest Library System she’s seen. Lycoming County residents get good quality services when they enter a member library.

Commissioner Jeff Wheeland announced William Henderson was named Williamsport Main Street Manager. He assumed this position May 10, 2010.

**Next Meeting:** June 8, 2010, 12-noon in the Lowry Room.

**Motion to Adjourn:** Evelyn Derrick, Seconded: Louise Eakin - meeting adjourned at 1:00 PM.