

Lycoming County Library System Board
Revised Minutes
June 8, 2010

Present: Anthony Salvatori
Louise Eakin
Evelyn Derrick

Janice Trapp
Barbara McGary
Karen Temple
Shirley Alters
Linda Herr
Greg Neidig
Adam Cox
Susan Rider

Absent: Pauline Montgomery
Diane Eck
Commissioner Jeff Wheeland
Harold Hershberger

Minutes: Louise Eakin made a motion that the minutes from the May 11, 2010 were approved. Seconded: Evelyn Derrick.

Part-Time IT Position: Greg Neidig introduced Adam Cox as the Library System's new part-time PC Technician. Greg will be introducing him to the librarians in the near future. Part of his duties will be to inventory the equipment in all libraries, handle hardware/software issues and will provide a three-day turnaround period. Initially the main emphasis of his training will be learning SIRSI Dynix. He will also provide service to the LINKs.

Adam is from Missouri. In high school he was the volunteer network administrator for the school and stated he is flexible with his hours. He has his own small business.

Member library demand for improved IT service resulted in the creation/hiring of this new system-funded position.

Financials: Shirley Alters, CFO, reported total liabilities and equity as of 12/31/09 was \$881,218.48; balance as of May 31, 2010 was \$144,002.75.

Alters is currently working on payroll. The business office handles payroll for five libraries besides James V. Brown and everyone reports hours worked and are reimbursed differently. She is working on a plan for all libraries to submit hours worked consistently. She hopes this will be done by next pay period via the JVB website. Once this is complete she will work on standardized payroll reimbursement procedures.

Evelyn Derrick made a motion to accept the financials. Seconded by Louise Eakin.

Literacy: Linda Herr reported Family Literacy served 58 families, Adult Basic served 163, the ESL Grant required 10 students and 26 students were served.

Incorporation: Janice Trapp reported there are a number of grants available that now require grantees to be incorporated. Advantages of being incorporated are it provides a level of protection to Board member's personal assets.

Evelyn Derrick has a Board member who is an attorney, Layne Oden. She will seek his input and Janice Trapp will check with Commissioner Wheeland about assistance from the county solicitor in incorporating the Lycoming County Library System.

System Administrator Position: Hiring a full-time System Administrator is Goal 1 of the Long Range Plan. Steps 1-3 are well underway.

Welcome Packets are being given out in local hotels; all libraries can give this packet to patrons when they sign up for a library card.

Circulation Procedures – the Board was asked to look over the Circulation Procedures draft and share it with their librarians and inform them there will be uniform guidelines all libraries will follow, i.e. same loan periods, same fine schedules.

Louise Eakin made several suggestions to clarify the two policies the Board received for review at the previous meeting.

System Board members should be prepared to approve the revised Circulation Procedures as well as the Employment Practices and Management Policy and the Collection Development Plan at the next meeting on **August 10, 2010**.

The meeting was adjourned and the Board went into Executive Session.

Minutes recorded and submitted by Susan Rider, Executive Administrative Assistant.