

**Lycoming County System Board  
Special Meeting Minutes  
June 14, 2010 at 1:30 pm**

**Present:** Diane Eck  
Evelyn Derrick  
Harold Hershberger  
Janice Trapp  
Karen Temple

Tony Salvatori  
Pauline Montgomery  
Louise Eakin  
Barbara McGary  
Shirley Alters

**Meeting Called to Order:** Tony Salvatori, President called the meeting to order at 1:35 pm. He explained that this meeting was convened to complete the business recommended in the June 8, 2010 meeting but not voted on because of a lack of quorum.

**Continued Discussion:** The issue before the Board was the creation of a full time System Administrator position to be in place by January 1, 2011 in accordance with the System's ratified strategic plan.

Salvatori explained at the June 8<sup>th</sup> meeting Janice Trapp, who has served as part-time System Administrator since 1983, expressed an interest in migrating to the full time System Administrator position. A motion was made to offer the full time System Administrator position to Janice Trapp, who currently, serves as the Director of the James V. Brown Library, Administrator of the North Central Library District and Administrator of Lycoming County Literacy programs. Trapp explained by December 2010, she would need to surrender some of this responsibility since the Assistant Director position at the James V. Brown Library has been eliminated.

Chair Salvatori asked for a Motion on the issue which Louise Eakin made and Diane Eck seconded.

Harold Hershberger and Pauline Montgomery expressed the need to take the idea of a System Administrator and the financial impact on the libraries back to their board before they can vote.

Janice Trapp stated that a System Administrator will need to be hired by January 1, 2011 because she will not continue to fill the multiple roles after that date.

Tony Salvatori asked Barbara McGary and Karen Temple to explain the background information which was used to develop the job description and salary range.

Barbara McGary gave an in-depth explanation of the job description and the resources used to compile it. She also reviewed comparable salary ranges and grade levels of responsibility that the System Administrator of the Lycoming County Library System would require. For example, the Lycoming County Library System warrants a Grade 5 range based on the experience and levels of responsibilities as compiled by APPLS (Association of PA Public Library Systems).

A discussion with questions and answers session was held on the authority of the System Board vote, the sources of funding for the position, a proposed organizational chart for both the System and James V. Brown Library administrators and advantages of a full time Administrator to the county and individual member libraries.

Motion was made by Louise Eakin to offer the System's part-time Administrator, Janice Trapp, the full-time Administrator position effective January 1, 2011.  
Seconded by Evelyn Derrick.

Tony Salvatori called for the vote.  
Yes votes included:  
Diane Eck, Jersey Shore Library  
Evelyn Derrick, Muncy Library  
Louise Eakin, Montgomery Area Public Library  
Tony Salvatori, Konkle Library

Abstained  
Pauline Montgomery, Hughesville Public Library  
Harold Hershberger, James V. Brown Library

Motioned carried

After notifying their Board, both representatives who abstained agreed to call in their vote to the President, Tony Salvatori, at 368-1627.

Motion was made by Evelyn Derrick to offer Janice Trapp, the salary of \$80,000 plus the benefits she currently receives which amounts to approximately \$16,000.  
Seconded by Diane Eck.

Tony Salvatori called for the vote.  
Yes votes included:  
Diane Eck, Jersey Shore Library  
Evelyn Derrick, Muncy Library  
Louise Eakin, Montgomery Area Public Library  
Tony Salvatori, Konkle Library

Abstained  
Pauline Montgomery, Hughesville Library  
Harold Hershberger, James V. Brown Library

Motioned carried

Motion to Adjourn  
**Next meeting August 10, 2010.**

Minutes recorded and submitted by Karen Temple, District Consultant.