

**Lycoming County Library System Board
Minutes
August 10, 2010**

Present: Louise Eakin
Harold Hershberger
Pauline Montgomery
Diane Eck
Fred Marty (rep. for Jeff Wheeland)

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

Absent: Evelyn Derrick
Jeff Wheeland

Guests: James Hollinger,
John Compton, Parente Beard

Meeting Called to Order: Louise Eakin called the meeting to order at 12:10 PM after determining there was a quorum and asked everyone to introduce themselves.

Audit: John Compton of Parente Beard presented the 2009 Audit and issued a clean opinion and commented on the significant improvements in the Business Office in 2009.

The 990s are finished and are extended through November 15, 2010. Once approved by the Board they will be filed electronically by Parente Beard.

Minutes: A motion to accept the June 8, 2010 minutes was made by Diane Eck, seconded by Pauline Montgomery. All were in favor. Approved.

Correction: There is a correction to the June 8, 2010 minutes. The third paragraph begins “*Jason* is from Missouri.” “Jason” should be Adam. A correction was made and a revision will be sent to all Board members.

A motion to accept the June 14, 2010 minutes was made by Pauline Montgomery and seconded by Diane Eck. All were in favor. Approved.

Financials: Shirley Alters presented the financial reports. Check signing was discussed. Currently checks require two signatures. Any Board member is able to sign checks as well as Alters and Janice Trapp. One signature should be an **officer** and the other either Alters or Trapp. Louise Eakin said this was correct and did not see any reason to change the procedure.

- All member libraries are able to report hours worked for payroll online except for Montoursville due to technical problems. This is being worked on and they should be able to submit electronically soon.

- Some of the member libraries send their payroll funds to James V. Brown Library before payroll is processed and some are sent invoices and then they reimburse the library. Alters is working on a plan to get all member libraries to send the funds before James V. Brown Library processes the payroll.
- Literacy - one more payment from the 2009-2010 grants period is still due us of \$39,950 which is due in August. The August expenses have two payrolls and September there are three payrolls. If we don't receive the state money before the end of September there will not be enough grant funds to meet payroll. Past practices has been for the library system to cover the payroll until the state money comes in and the system is reimbursed. If the money doesn't come at all, lay-offs may be necessary.
- Insurance – at the system level there doesn't seem to be any director and officer liability insurance. The library system has fixed assets i.e. computer equipment but it doesn't appear that they have property insurance.
- At the next meeting revise the budget for 2010.

Harold Hershberger made a motion to approve and file the 990s. Seconded by Diane Eck. All were in favor. Approved.

Diane Eck made a motion to accept the Financial Reports, seconded by Harold Hershberger. All were in favor. Approved.

Elections: Nominations were made for the offices of President, Vice-President, Treasurer and Secretary. Louise Eakin indicated that Evelyn Derrick said she would be willing to serve if elected to an office.

- **President – Louise Eakin** was nominated by Pauline Montgomery, seconded by Harold Hershberger. No other nominations were made for President. All were in favor. Approved.
- **Vice-President – Diane Eck** was nominated by Harold Hershberger, seconded by Pauline Montgomery. No other nominations were made for Vice-President. All were in favor. Approved.
- **Secretary – Evelyn Derrick** was nominated by Pauline Montgomery, seconded by ???

Louise Eakin indicated the Secretary does not take the minutes but the minutes are sent to the secretary to approve and sent back to Sue Rider and at the next Board meeting the Board secretary will sign the minutes.

- **Treasurer – Harold Hershberger** was nominated by Pauline Montgomery, seconded by Diane Eck. No other nominations were made for Treasurer. All were in favor. Approved.

Discussion: Fred Marty, on behalf of Commissioner Jeff Wheeland, asked if the elections are premature given vacancies on the Board and do the By Laws prohibit election of officers without the full Board being present. It was explained that we only had one vacancy from Montoursville and that the Montoursville Board will nominate a representative and send a name to the county in September. There is nothing in the By Laws that prohibit an election as long as there is a quorum.

Literacy Update: Linda Herr stated in the month of July they had 57 people – a record number of people at one time. With the economy and the unemployment rate hovering at almost 10% they are seeing people coming in droves for GEDs and re-training for career changes. Demands are increasing and resources are drying up. The director of the Bureau of Adult Basic and Literacy Education recommended creating waiting lists and/or turning people away.

State Funding Update: Janice Trapp provided a handout “*What You Get for the Money*” that shows how the performance of the Lycoming County Library System compares with other state library systems. We rank 10th in local government per capita and 1st in state revenue per capita. We are more dependent on state funding than other systems because we have the literacy program and that number is reflected in our numbers and because James V. Brown Library receives additional state funds as a district center.

Contact information for our state representatives was provided in the document and they should be contacted to advocate for libraries.

Karen Temple and Janice Trapp recently met with Rep. Mirabito. In his town hall meetings he is talking about two funding cuts – libraries and literacy. He is on board with us and will take it to Harrisburg; what he hears from his colleagues about libraries is DVDs and video games. We need to tell them what we do to help people in the community.

System-wide LSTA Grant: Barbara McGary distributed information on the *Juvenile Non-Fiction Collection Development and Mother Goose Program Kits Project*. Each library will receive approximately \$2,400 (\$200 in monthly installments) for the purchase of new juvenile, non-fiction materials. Each library will also receive a mother goose kit of their choice. It is required that each library weed their non-fiction juvenile collection and provide the number of items weeded on their quarterly reports.

System Administrator Position: Louise Eakin explained that the system board members had questions about funding this position and **some** member library boards had concerns about giving \$5,000 towards funding this position.

Harold Hershberger made a motion to rescind the action taken at the June 14, 2010 meeting regarding the full-time System Administrator position, seconded by Pauline Montgomery.

Discussion:

Barbara McGary said last August the process of creating the strategic plan began with a year-long effort to build administrative capacity – how are we to continue to build administrative capacity if we change now because of money?

- Louise Eakin reported the individual boards had questions on funding and asked if this position required being a full-time position.

Karen Temple distributed the duties of the position and distributed information on what she and Barbara McGary's roles are with other systems.

Barbara McGary asked Louise Eakin why they feel this should be a part-time position - being one of the largest counties in Pennsylvania, being the strength of what it is and can what it can be and for all the needs that need to be met by the citizens of the county for county-wide services. Louise Eakin said it still comes back to money and can we afford this.

Pauline Montgomery read a letter of concerns from the board of the Hughesville Public Library (see attached).

Barbara McGary - It would cost \$5,000 per member library. Each library just received \$2,400 from one grant. If we had a full-time administrator, a full-time focus doing the advocacy, making sure you can continue with county funding, making sure that someone is working on the state level - do you think this will increase with a part-time person? This was with an Assistant Director helping out and with the District stepping in and helping out to secure this grant.

Karen Temple – the District cannot step in and help out on a regular basis. They are not allowed.

Louise Eakin – there is a question about Information Technology staff and the bookmobile being under the system.

Janice Trapp – one of categories of state aid we get is called County Coordination Aid. They are required to submit a plan to Commonwealth Libraries detailing how this money is to be spent. This money must be spent on county-wide services. We spend the money on the bookmobile and the LINKS because these are truly county-wide services. This is a system function which James V. Brown Library carries out as this money is distributed to Brown to support these services.

Louise Eakin – The process went too fast and the Board is uncomfortable and the libraries are uncomfortable and we represent them.

Fred Marty – Commissioner Wheeland asked him to discuss the boards issue regarding funding. There is a quarter of a million dollar hole in the PA state budget. The budget is already being executed. Something is going to be cut to the tune of 250 million dollars. No one knows where it will come from. It could come from education and trickle on down. The Commissioners are concerned with the insecurity of the state budget. If counties are cut they will have to go back and make adjustments and some could come from the library. Therefore the Commissioners, because of the uncertainty of funding, are concerned if this is an affordable action.

Louise Eakin – the Board needs to go back to the drawing board and start again. Janice Trapp said she understood their need to do this but wanted the Board to know that as of the end of this year she will resign as System Administrator because she can no longer fulfill those responsibilities due to an increased work load at both James V. Brown Library and the system.

Karen Temple – without a System Administrator the system will be unable to get the state money. This was verified by James Hollinger.

Diane Eck – feels the Board moved too fast and people felt they were caught off guard and some members were new to the Board. She feels there's a need to step back and revisit it carefully with the understanding that Janice will step down at the end of the year.

As Harold Hershberger had already made a motion to rescind the action taken at the June 14, 2010 meeting regarding the full-time System Administrator position and was seconded by Pauline Montgomery - a vote was taken. All were in favor. Approved.

At this point in the meeting Diane Eck needed to leave for an appointment.

By Laws: The Lycoming County Library System by laws is included in the meeting packets and Louise Eakin asked members to look them over.

Planned Giving Workshop: Janice Trapp asked the board to approve \$160 to bring a professional planned giving consultant from Selinsgrove to Lycoming County on September 7th to present a workshop for all library board members about generating bequests, planned gifts, etc. It is the responsibility of every board member to come up with as much alternative income as possible.

At this point in the meeting there was no longer a quorum so the board approved subject to review at the next meeting.

Member Reports:

- Hughesville – none
- James V. Brown Library – none
- Montgomery – Louise Eakin reported Montgomery was very pleased with Adam Cox and wished he was full-time.

Information Technology Update: Greg Neidig announced Adam Cox has been to all the libraries, is working on an information technology inventory for the county and he is hitting the three-day turnaround time with member library issues. Neidig is getting very positive feedback from member libraries. There was a problem with viruses that was isolated to our Internet filter at the county level – the Cyber Sitter and is being upgraded now. They are almost ready to migrate emails to the county libraries - they won't have to use jvbrown.edu anymore and can use for example muncypubliclibrary.edu.

Motion to adjourn: Pauline Montgomery, seconded by Harold Hershberger. Meeting adjourned at 1:45 P.M.

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

Board Secretary

Date