

**Lycoming County Library System Board
Minutes
December 14, 2010**

Present: Louise Eakin
Harold Hershberger
Evelyn Derrick
Diane Eck
Janice Trapp
Shirley Alters
Barbara McGary
Greg Neidig
Linda Herr
Adam Cox
Karen Temple
Susan Rider

Meeting Called to Order: Louise Eakin called the meeting to order at 12:10pm after determining that a quorum was present.

Tutor of the Year: Deborah Guarino-Black was unable to attend the meeting due to medical issues. She was chosen as one of the top three nominees in Pennsylvania for the Tutor of the Year 2010 Award by The Tutors of Literacy in the Commonwealth.

Minutes: Evelyn Derrick made a motion to accept the November 20, 2010 meeting minutes, Seconded by Diane Eck. Motion Carried.

Financial Reports: Shirley Alters presented the 2010 financials. Not all of the eRate money is in yet and she stated the accountants have begun work on the 2010 financial work; she indicated she will do the financials this year and hopes this will result in a savings.

Motion to accept the Financial Reports: Harold Hershberger
Seconded by Evelyn Derrick
Motion Carried.

LCLS Credit Card: Shirley Alters reported the Lycoming County Library System has been using the James V. Brown Library's credit card when making purchases. The Library System then reimburses the James V. Brown Library. Ms. Alters would like to be authorized to get a credit card for the Lycoming County Library System.

Motion: Lycoming County Library System to have their own credit card: Diane Eck.
Seconded: Harold Hershberger
Motion Carried.

2011 Meeting Dates: The 2011 Lycoming County Library System Board meetings will be held in the Lowry Room at 12-noon on the following dates:

- February 8, 2011
- April 12, 2011
- June 14, 2011

- August 9, 2011
- October 11, 2011
- December 13, 2011

Search Committee: Janice Trapp would like the Board to establish a Search Committee to establish a job description and set the salary range for the System Administrator. The following volunteered to be on this committee:

- Louise Eakin
- Diane Eck
- Evelyn Derrick

The first meeting will be scheduled in January.

By-Laws: Janice Trapp reported attorney Steve Sholder was to attend today's meeting but had to reschedule. He will provide legal assistance for the System becoming incorporated and also the creation of the Foundation.

The proposed By-Laws would allow flexibility on how the board is structured and to allow the Board to add more members. There would be a nine member board – one citizen representing every library. Two citizens would represent remote areas. The Commissioner would continue be a member.

The name would change to the *Lycoming County Library and Literacy System*.

Other changes include a three-year term with staggered expiration dates; Conflict of Interest, Indemnification and Dissolution of the Organization have also been added.

Motion to accept the revised By-Laws: Evelyn Derrick

Seconded: Diane Eck

Motion Carried.

System-wide Policies: Janice Trapp reported the following polices were presented months ago for review to be adopted at today's meeting:

- Circulation Policies
- Collection Development and Management Policy
- Employment Practices and Management Policy

Library patrons should expect a consistent user experience regardless of what library they are using. It was noted that the fine/fee schedule should be uniform in all member libraries.

Motion to accept the Circulation Policies, the Collection Development and Management Policy, and the Employment Practices and Management Policy was made by Evelyn Derrick, Seconded by Diane Eck.

Motion Carried.

Literacy Report: Linda Herr provided a report for the period July 1, 2010 through November 30, 2010. Highlights included:

- Basic Adult – 106 enrolled to-date
- Family Literacy – 23 families enrolled to-date; 8 more families will be enrolled when they meet the criteria of 12 instruction hours and they are on track to meet these criteria.

General Accomplishments:

- 23 GED
- 50 Took and passed one or more of the GED subtests.
- 2 Obtained jobs
- 2 Entered post secondary education
- 43 Gained an educational functioning level

When literacy students get their GED they begin transitioning into the world of work or secondary education.

Student of the Month – Each month literacy recognizes a student who has had good attendance, shown a commitment to their educational development and their achievements.

IT Report: Greg Neidig provided an IT report showing a log of service calls made during the month of November. Recent accomplishments as well as outstanding issues, PC donations and upcoming training planned for 2011 were also presented.

Email has been successfully migrated from Chilitech to Google.

Paystubs are now paperless and emailed.

Steady State Software – Adam Cox explained this software is being piloted in the Montgomery Library on two public computers.

This software allows a public computer, once re-started, to revert back to its original state. Patrons often will download information and/or makes changes to the desktop. This software erases anything, including viruses that were added to the computer.

Tests have been going well and they are expecting to migrate this to all libraries.

Member Library Updates:

- Muncy – Evelyn Derrick reported Jane Otterbein, the Muncy Library Assistant died unexpectedly. In addition to being the Library Assistant Jane also did all the financial work, which she was paid for separately as it was not a part of her job. She had been employed with the library for 18 years. They are looking for a replacement.

- James V. Brown Library – Harold Hershberger reported James V. Brown is looking at a tough budget for 2011. They hope the land sale goes through without any problems.
- Jersey Shore – Diane Eck reported things are going well. They have a Board meeting this afternoon in which Barbara McGary will be making a funding stream presentation. They had their annual Christmas Tea and Silent Auction. They are trying a three-month trial period for those checking out DVDs to place a donation in a “donation box”.
- Montgomery – Louise Eakin reported Montgomery is very pleased with Adam Cox and their next Board meeting is scheduled for January 3, 2011.

Memorial – Jane Otterbein: Janice Trapp made a recommendation to the System Board to make a memorial donation to the Muncy Public Library for memorial books in memory of Jane Otterbein.

Motion to make the \$250 memorial donation was made by Harold Hershberger.
 Seconded by Diane Eck.
 Motion Carried.

Next Meeting: February 8, 2011 at 12-noon.

Meeting adjourned at 12:50pm.

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

Board Secretary

Date