

Lancaster County Public Libraries Task Force (PLTF)  
Meeting Minutes  
Wednesday, October 28, 2009  
7:30 AM

Attendance

**Task Force Members:** Terry Kauffman; Chair; Lester Houck; Bonita Martin; John McGrann; Bud Rettew, Diane Rice. Absent: Jim Martin.

**Guests:** Katrina Anderson, Manheim Township Library; Kristin Fernitz, Strasburg-Heisler Library; Herb Landau, Milanof-Schock (Mount Joy) Library; Hugh MacMaster, ELANCO (New Holland) Library Board; Virginia McGrath, System Board and Ephrata Public Library; Margie Perella, Pequea Valley Public Library (Intercourse); Joyce Sands, Lancaster Public Library; Fran Vita, Quarryville Library; Joe Zappacosta, Ephrata Public Library. **Library System Staff:** Renee Christiansen; Brenda Emerich; Susan Hauer; Mary Ann Heltshe-Steinhauer; Bill Hudson; Rhonda Kleiman; Ed Miller; Bonnie Powers; Jim Showalter; Shana Slaybaugh; Donna Westerhoff.

Call to Order

Chair Terry Kauffman opened the meeting, and asked that all but Task Force members leave the room so the Task Force could discuss an issue privately. After a half-hour discussion, the guests were invited to re-join the meeting.

Kauffman reported that the Task Force will meet regularly on the second and fourth Wednesday, at 7:30 – 9:00 AM in the System office. The Task Force may meet privately from 8:30 – 9:00, if they choose.

Minutes

Kauffman asked for approval of the minutes of the last meeting.

**APPROVAL:** On motion and second, the PLTF approved the minutes of the October 14, 2009, meeting, as distributed.

Presentation

Kauffman asked Susan Hauer, Administrator, to present an overview of System and library funding.

She referred to the hard copies of the PowerPoint Presentation provided for each Task Force member. The presentation contained statistics comparing national, state and local funding, and where Lancaster County stands; service benchmarks for 2003 and 2008; a funding schematic reflecting how library funding is received and distributed. She gave a history of the state's funding formula, and that it has not been run since 2002/2003, using 2001 figures.

There was discussion concerning educating legislators about library funding, and to include no "ask." It was recommended strongly that expansion of services not be mentioned in the presentation. Lester Houck agreed to provide a venue to make the presentation.

Bill Hudson, Deputy Administrator and Manager, Information Technology, reported on changes in technology from 1993 to the present. He noted that volunteers behind the desk were OK in 1993, but that a technically adept staff is a necessity of today's library. Confidentiality is a consideration when volunteers have access to patron information.

Hauer referred to a September 2008 Association of Pennsylvania Public Library Systems (APPLS), standards survey, which showed that the Library System of Lancaster County (LSLC) rates in meeting state standards. LSLC met 46 of 48 Basic standards; 31 of 35 Quality standards; and 21 of the 31 Excellence standards. She on LSLC strategic planning

#### Lease Amendment

Terry Kauffman reported that he was contacted about an amendment to LSLC's lease with High, and he expressed objections to the extension. Jim Showalter, Finance Manager, explained that the amendment makes fiscal sense, in light of the decrease in funding. High will forgive up to three month's rent in 2010. For each month, LSLC's lease with High will be extended by one year. If, at the end of the original lease, September 2013, LSLC wishes to terminate the lease, they will pay the \$26,751.84, the amount of the forgiven rent payments.

Kauffman especially objected to the breakdown in communication and the way he was informed. Showalter, Hauer and Bud Rettew, who participated in the lease amendment discussions, assured Kauffman that extra effort will be made to assure better communication with the Task Force.

#### Next Meeting:

The next meetings of the Public Libraries Task Force are scheduled for Wednesdays, November 11 and November 25 (the day before Thanksgiving), both at 7:30 AM, at the System Office.

Submitted by  
Donna Westerhoff