

Lancaster County Public Libraries Task Force (PLTF)

Meeting Minutes

Wednesday, November 11, 2009

7:30 AM

Attendance

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

Guests: Deb Beisell, Elizabethtown Library; Sandy Dinoff, System Board; Herb Landau, Milanof-Schock (Mount Joy) Library; Margie Perella, Pequea Valley Public Library (Intercourse); Joyce Sands, Lancaster Public Library; Joe Zappacosta, Ephrata Public Library. **Library System Staff:** Renee Christiansen; Susan Hauer; Mary Ann Heltshe-Steinhauer; Bill Hudson; Lee Krieger; Ed Miller; Donna Westerhoff.

Call to Order

Chair Terry Kauffman called the meeting to order.

Minutes

Kauffman asked for approval of the minutes of the October 28, 2009, meeting.

APPROVAL: On motion and second, the PLTF approved the minutes of the October 28, 2009, meeting, as distributed.

Announcements

Jim Showalter, System Financial Manager, is unable to attend today's meeting for medical reasons.

Chair Kauffman attended a special Directors' Council meeting. He stressed the need to find ways to get funds to keep library doors open.

System Board members and staff are making a presentation to the County Commissioners at 2:30 PM on Thursday, November 12. Kauffman was invited and agreed to attend.

Directors Council Survey and Response

Kauffman asked Herb Landau, Directors' Council chair, to on the November 6 Directors' Council meeting.

Landau reported that the entire meeting was devoted to the System budget. As requested by Kauffman, the Library Directors completed a survey. Landau reviewed the survey results reflecting percentages of those who felt the budgeted amounts should be decreased, increased, or remain the same. A summary of the results and Library Director comments was distributed

Two key areas of concern expressed by the majority of Directors were staffing levels in CDTS and Database Purchases.

Susan Hauer reported on the System Management Team's response to the survey, in which the System proposes reducing staff hours by 25% in the CDTS department, and database renewals are currently under review.

There was discussion about a System grant-writer, and the possibility of hiring a consultant on retainer.

A minor issue concerned the Office Assistant position. Hauer reported that the position provides support for all System departments – Finance, Administration, IT, Youth, PR, Special Services and Business, including web support and various office functions. Front desk/reception duties comprise a small percentage of her time.

The survey results and System response will be shared with the System Board prior to their action on the budget at their next meeting, scheduled for Tuesday, November 17.

In reference to the budget, it was noted that reserves were used in the 2009 budget. The 2010 budget has been trimmed by \$204,000, which reflects reducing the deficit, but not generating more available cash.

The Library Directors in attendance noted that the System has been level-funded for ten years, and their response that the Commissioners must be advised that funding cuts translate to service cuts.

Audience Comments

There was acknowledgement that the System's suggestion to use funds realized from cuts in salaries to assist libraries with their collections in 2010 was valid.

Kauffman reported that the Commissioners know that local libraries need the System and centralized services. He asked the Task Force and audience members to strategize on ways to provide services more efficiently.

When asked, the Library Directors did not feel they needed to revisit their input to the System budget in light of the meeting discussions. It was noted that System and Library Director inter-change is a good process and should continue.

Next Meeting:

The next meeting of the Public Libraries Task Force is scheduled for Wednesdays, November 25, 7:30 AM, at the System Office.

Submitted by
Donna Westerhoff