

**REGULAR MEETING**

The regular meeting of the Board of Trustees of the Lancaster Public Library was held on Tuesday, August 26, 2008, at 4:08 p.m. in the Windolph Room of the Lancaster Public Library, 125 N. Duke Street, Lancaster, Pennsylvania. Karen Haley Field presided and the following attended:

**Board:** Jeannette Eddowes, Carolyn Gerhart, John Havrilla, John McGrann, and Gary Weaver.

**Absent:** Robert Miller, Jane Pinkerton.

**Staff:** Debra Rosser-Hogben, Executive Director; and Paul Landry, Director of Development

**Guests:** Kendra Jean Saunders, Lancaster City Liaison.

**Public Comment** – None.

**Consent Agenda** – Mr. Weaver moved, seconded by Mr. McGrann, that the following documents be approved as mailed:

- Minutes from the July 29, 2008 meeting.
- Executive Director’s Written Report

**Motion carried.**

**Executive Director** – In addition to her written report, Mrs. Rosser-Hogben reported the following:

- She shared a Committee Report Form that the board committee chairs may want to use when submitting written reports for the board’s consent agenda. After discussion, the board had consensus to use the form. The Administrative Assistant will send the report form to board members the week before the agenda is sent out.
- She thanked Robert and Karen Field for inviting her along on the trip to visit libraries in Seattle.
- She talked about an AED offer to put a defibrillator in every library. The executive director has concerns about doing this at LPL due to staff training and turnover and possible legal ramifications. After discussion, the board requested that she contact LGH to discuss her concerns and also suggested that she contact other libraries.
- St. James Church has purchased the Irex Building that is located behind the library. They have access to 12 parking spaces. She shared the letter that written to the library from John Shenk, the previous owner.
- Manheim Twp. Library will be doing “Food for Fines” in November. They have asked if other libraries would like to participate. After discussion, it was decided that LPL would not participate.

**Lancaster City Liaison** – Ms. Saunders asked if the individual she recommended for LPL’s board or Friends board has been contacted. Mr. McGrann said that the Nominating Committee will be meeting in next week to discuss this. Ms. Saunders will send a bio for the individual to Mr. McGrann.

**Bucher Estate** – Mrs. Field reported that the will of Thomas W. Bucher names LPL as executor and sole beneficiary of his estate. LPL’s attorney, Appel & Yost, advised that the Library is ineligible to serve as Executor, therefore Board members signed a Resolution appointing Mrs. Field as administrator. The Bucher family has filed an appeal. The value of this estate is not yet known.

**Executive Committee** --Mrs. Field said that she would like to appoint an Executive Committee. After discussion, Mr. McGrann, chair of the Nominating Committee, moved that Gary Weaver, John McGrann, and Carolyn Gerhart be appointed to serve on the Executive Committee with Mrs. Field. The motion was seconded by Mr. Havrilla. **Motion carried.**

**Development Committee** – Mr. Landry reviewed the development report that was in the board packets. The next mailing to major donors will be sent out in mid-September. Another mass mailing will be sent in late October or early November. Mr. Landry requested that board members submit names to him of individuals who should be solicited. The board requested that he send them an email about this.

**Treasurer's Report** – Mrs. Field reviewed the financial summary as of July 31, 2008.

**Project Committee** – Mr. Weaver reported that bid specs for the expansion/renovation project were submitted to Keystone officials today. Bid specs are also being sent to local contractors for review to ensure that plans are cost effective and to generate a cost estimate. This should take about 30 days. Since it has been confirmed that LPL received none of the \$3.5 million RCAP funds applied for, the original timeline will likely have to be stretched out. Mr. Weaver said that we should await the results of the contractor review and costing before making a decision on the timing of the project. The Board agreed to take a pause for this review.

Mr. Weaver estimates that hard costs for the project will probably be between \$7.5 - \$9.5 million. Construction documents are 70% complete.

Ms. Field noted that the Keystone funds may enable a start on renovation phase this fall, with the addition being held off until the fall of next year while more funds are raised. It was agreed to seek Senator Gib Armstrong's support to ensure that the Library's Keystone funds are either made available or reserved until a later date, when the full project moves forward.

Mr. Havrilla stated that we need to decide what our message/strategy is for marketing. He asked if an article should be done about the fact that we didn't receive the RCAP funding. The board will consider this.

**New Business** – None.

**Old Business** – None.

There being no further business, Mr. Havrilla moved, seconded by Mr. McGrann, that the meeting be adjourned at 5:55 p.m.

Submitted by,

Katharine M. Leader  
Administrative Assistant