



Library System of Lancaster County
Minutes of the Board of Directors Meeting
June 17, 2020

Attendance:

Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Shel Osborn, Treasurer; Elizabeth A. Flaherty, Secretary.
Absent: Jeanne Grimsley, Ray D'Agostino, Lancaster County Commissioner.

System Staff: Karla Trout, Executive Director; Stephanie Zimmerman, Training and Development Manager; Brenda Emerich, Cataloging/Acquisitions Manager; Ed Miller, Special Services Manager; Amanda Hatcher, Administrative Assistant.

Guests: Trish Vandenbosch, Moores Memorial Library

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Hamby at 6:29 PM on Wednesday, May 20, 2020, via BlueJeans Video Conference during COVID-19 Shutdown. A quorum was present.

Secretary's Report Minutes Elizabeth A. Flaherty, Secretary, referred to the minutes of the May 20, 2020, Regular meeting as included in the Board mailing.

Motion Elizabeth motioned that the minutes be approved as presented. Ken seconded. The minutes were approved as presented.

Treasurer's Report Shel Osborn, Treasurer, referred to the May financial report as included in the Board mailing. Just a bit of activity this month. Most of the expenses were in IT and administrative.

Ken asked if we have received the PPP loan yet. Yes, it came in June. Dale realized that our expenses are way down. He wondered what plans we may have for it. Karla said that it is too early to tell. COVID expenses will take some of that money but we hope that the county will cover most of it. Some expenses will probably carry over until next year. At the moment there are budgeted dollars for community relations that are not allocated. Karla plans to engage a marketing firm to create a marketing plan with those dollars. The majority of our expenses are staff expenses, and have been paid throughout the shutdown.

The county CARES Act funds work group process is still in the works. The county will provide a survey to go to the libraries so that they can anticipate coming COVID-related expenses. We've been asking the libraries to keep track of their related expenses.

Motion Shel motioned that the report be approved as presented. Elizabeth seconded. The report was approved as presented.

President's Report Dale Hamby – Referred to the article in LNP. It was informative, giving updates on the libraries in the County. Dale also acknowledged that we received a letter from Elizabethtown. It was determined that there weren't any actionable items in the letter; however, he responded and informed Ms. Drury that she is always welcome at our Board meetings. Dale also referred to the fact that the schools still have not made firm plans for reopening in the fall.

Executive Director's
Report

Ken asked for consideration and discussion about returning to work and the possibility of another closure. In other states, if employees are afraid to return to work and feel the need to resign, they do not qualify for unemployment benefits. Ken would like to discuss employees who would like to stay at home. Karla said that all of our staff has indicated a willingness to return to work. We are putting into place measures that are above and beyond what is required – barriers and enclosures. We will continue work-from-home plans for much our staff to minimize the number of people in the office. Once the works is completed, virtually everyone will have an enclosed space in which to work. Karla emphasized that we would work with our employees to take their needs into consideration. This is a time for compassion, while moving necessary functions safely back to the office.

Dale asked if the libraries have been able to work out the unemployment compensation issues. Of the two that had problems, one library kept all their staff on and the other called them back in time so that they would not have a large unemployment issue.

A question was asked about Internet availability to the public outside of closed libraries. Although E-rate is being used to pay for internet service, the program allowed for continued use of internet on library property during the shutdown. We provide the pipeline for all the internet to the libraries. The internet was still functioning throughout the closure.

Zoom licenses have been purchased through Techsoup for some of our summer programs. Due to the long time it took to activate those licenses, we have informed the libraries that they should purchase direct through Zoom, and they will be reimbursed for the monthly cost through 2020. It was noted that IU13 bought a license and is reselling it to schools, and suggested that Mark might want to reach out to them about that.

Beth suggested that discussions around returning to the office consider “risk factors” rather than discussions related to “fear”. Accommodations can be made for risk factors. She was pleased to read that the PPP loan had been approved. Zoom might be reimbursed by the county and if necessary we could use our PPP loan. Kudos on the “everything is new again” committee and the Lancaster County CARES Act workgroup. Karla noted that she will join Leadership Lancaster’s Executive class in October.

Karla said that the reopening work has been tremendous. The whole team has been working hard to make it happen. Losing our Youth Services Manager increased the team’s workload. Summer reading launches on Saturday. We turned on the second Beanstack account today, and we think we’re ready. Everyone has gone above and beyond to make sure that the libraries are ready for the summer. We will be seeking a new Youth Services Manager, but even so the team work will continue. She also noted that we saw a 36% increase in our overdrive usage this month.

Most of our libraries have opened at least for curb side and two will open for the public on Monday.

District Library
Center

Karla referred to the District Library Center 2020 Discussion Framework. The decision will lie with the Office of Commonwealth Libraries. It would be best if this decision could be made by the end of 2020.

Three possibilities:

1. Another library would take on the District Library responsibilities. Manheim Township Public Library is probably the most capable of meeting the District standards at this

time. However, they are a municipal library and may not want to be responsible for the whole county.

2. For us as a library system to take on the responsibilities. Reference services would be a challenging task for us to take on, but not impossible. It may be an opportunity for out-of-the-box thinking. District reference services have been a point of contention with the libraries, as they do not regularly utilize these services, although they are required to be provided in the library code. They would like these costs kept to the minimum required by law. We are already equipped for many things that District libraries typically do. It would not be difficult for us to take on the responsibilities, except for a lack of space. Our lease for our space is up next year so it might be good timing if we do need more space. We already have a memorandum of understanding that Ed works for us as District Consultant, with a partial stipend from the district.
3. Join another district – it would have to be a contiguous service area. The possibilities would be the existing districts of Chester, Berks, Lebanon, Capital and York. Chester is a department of government, and Lebanon is very small. There may be efficiencies to be gained for joining another districts, along with challenges.

We need to talk with our libraries. Are the current district services adequate or do they want/need something different?

Beth asked if LSLC took it on, how would it affect the staff. Karla said that the staff would need to grow, but we don't know by how much. The district library employs about five people as well as a couple of reference librarians.

Beth also asked if the responsibility came to the LSLC how would it affect the responsibility of our board. Right now the LPL board is the district board. Mostly the impact would be oversight of a second budget, at around \$380,000/year. It would not be very different from the way the board oversees current funds.

Shel expressed interest in how the reference librarian would work. Karla said that we may contract it out or we may develop a new model using an innovative idea.

Dale agreed that it needs to be resolved by the end of the year. Backwards planning, we need responses by the end of August. He wondered if there is someone we could hire as a consultant. Also, for the record, public universities are eligible to take it on. Karla would be surprised if any of them would be interested. Karla said that we need to go back to OCL and work with them to develop a plan. LSTA (Library Services and Technology Act) dollars may be available to help pay for a consultant. Also we need to look at the service areas that relate to this concern. OCL may want to be more hands on in the decision process, because we will not be a neutral party in the process.

For the next step, Karla will go back to OCL.

Board Search Committee

Ken and Jeanne have been looking for people to fill our open positions. It is still a work in progress. Ken and Jeanne are approaching individuals per established procedures. Dale asked if we have an application for a board position. Shel remembers submitting a letter and a resume. Beth remembers the same. Karla said that a list of questions would be beneficial. We do have an open policy that people in the community have the opportunity to approach us. The vacancy should be made public on the website. Karla said that when she was a library director they used an application for new board members as well as an interview process. Beth also remembers meeting with commissioner Stuckey as well as the executive director.

Dale stated to make it open, and use an application. Karla said that she would network to find an appropriate application. Karla discussed some ideas and considerations of bringing on people with a diverse background.

We can link the application from our website.

Beth said that we may need to have a motion and vote. The bylaws will need to be reviewed. There are not many "how the board functions" policies. We should also include Ray.

Director's Council
Report

Trish Vandebosch, Moores Memorial Library gave six points from the May 28th Directors Council meeting:

1. We agree to the 5 day quarantine of all materials before they go in transit to Way Delivery.
2. Materials out during 2/12 -3/13 will be renewed and we are not billing them now so patrons can have a chance to return them when we open. They did not receive the billed notice because they were turned off during COVID.
3. LPL and Ed work together on a PR statement for the population about libraries and our reopening.
4. SRP - Beanstalk
5. Zoom Licensing
6. Cancel all holds in the yellow phase

3-Point Summary to
Directors'
Council

The Board chose the following three points to include in the summary for reporting to the Directors' Council:

- 1) Discussions on District Library
- 2) Search for new board members
- 3) Update on reopening operations/procedures

Public Comment

None

Adjournment

On motion by Elizabeth and seconded by Ken, adjourned to executive session at 7:41.

Minutes and Financials are available at
<http://tinyurl.com/LSLCBoardDocs>

Next Meeting: Wednesday, July 15, 2020, 6:30 PM

Respectfully submitted,

Elizabeth A. Flaherty,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant

