



Library System of Lancaster County
Minutes of the Board of Directors Meeting
May 20, 2020

Attendance:

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

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

Guests: Trish Vandenbosch, Moores Memorial Library; Deb Drury, Elizabethtown Public Library, Jeff Winterborne, Board Chairman, Elizabethtown Public 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 6:30 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 April 15, 2020, annual meeting as included in the Board mailing.

Motion Elizabeth motioned that the minutes be approved as submitted. Jeanne seconded. The minutes were approved as submitted.

Elizabeth A. Flaherty, Secretary, referred to the minutes of the April 15, 2020, regular meeting as included in the Board mailing.

Motion Elizabeth motioned that the regular minutes be approved as presented. Shel 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. Dale asked if we are saving money on the bookmobile and can we reallocate the money? The Bookmobile operations dollars are not being spent for usual and customary expenses during the COVID-19 restrictions and we have used some of that money to purchase children's books for Overdrive. Most of the Bookmobile's budget is for staff salaries and we are still employing staff.

The Stem Alliance is a 2018 carryover. Steinman is good with us continuing and does not want the money back.

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

President's Report Dale Hamby thanked Ed Miller for taking the lead on our Reopening Committee with the member libraries. Dale asked Shel to set up a finance committee. Per the bylaws, we are

supposed to establish an executive committee consisting of the president, vice president, treasurer and secretary. We are establishing this committee. Jeanne and Ken are heading a committee for board member recruitment. Dale asked for an updated board roster. Karla will send one out. Dale offered his appreciation to the LSLC staff during the COVID-19 crisis.

Executive Director's
Report/COVID-19
Update

Karla sent a written report. Ken asked about the results of the complaint filed with Overdrive. Karla spoke with the sales manager and he apologized. We decided not to sign an extended new contract with Overdrive, but to keep the current contract terms for 2020 to give us some time to research options. This process has been delayed by other priorities as a result of the COVID-19 pandemic.

Dale asked about the Bookmobile current schedule. We don't anticipate restarting Bookmobile visits in the near future. We are examining ways it may be utilized in new or temporary ways, but its traditional roles will not resume at this time. We are keeping in contact with the stop locations regarding when services can resume. Special Services staff have been working on other projects including renewing and issuing library cards on behalf of the member libraries, among other things.

Karla and Ken discussed the option of LSLC applying for a PPP loan, since there is money remaining with SBA. She explained that we did not apply in round one of the funding to allow our members libraries the opportunity to do so first. Karla, Casey and Stephanie have been gathering the necessary documentation and believe that we could qualify for something around \$245,000-250,000.

Motion

Ken made a motion for Karla to apply for a PPP loan from the Small Business Administration through a local lender and to authorize Karla to sign the loan documents on behalf of LSLC. Elizabeth seconded.

Dale asked about the interest rate. Ken believed the rate is 1%, but we anticipate that the loan will be forgiven. The loan is based on 2.5 times the average monthly salaries in the year 2019. (This includes taxes, health insurance, and retirement costs). Seventy percent of the loan must be used to pay salaries, with the remainder allowed to cover rent and utilities.

The motion passed as presented.

Karla shared Ray's apologies for not being able to attend the meeting. Karla spoke with him yesterday. The county, with the money that they received from the COVID relief fund, are setting up workgroups to discuss how the money will be disbursed. Because the libraries are unique from other non-profits in the county and quasi-government they will set up a separate work group for the libraries. He has asked Karla to put together a group to participate in the workgroup, and discuss the impact of COVID-19 on the libraries and how the CARES Act funds might be used to support their efforts related to serving the community during the pandemic. Karla is very pleased to see that libraries are being given separate consideration.

Board Member
Search
Committee
Report

Jeanne Grimsley and Ken have been working together to fill two openings on the board. There is a process that they need to follow and the new appointees must be approved by the commissioners. As they work through the process, they are involving Dale. They are seeking candidates who will increase the diversity of the board, as well as hoping to add someone from Lancaster City and the Penn Manor area, since those were geographic areas represented by the board members whose terms most recently expired. The board members are "at large" members that represent the whole county.

District Library
Center

Karla Trout sent the board a document regarding the timing of the announcement that Lancaster Public Library (LPL) has notified the Office of Commonwealth Libraries (OCL) that it plans to cease serving as the district library center effective June 30, 2021. While LPL notified the OCL in January of their intentions, they were not permitted to share the information with LSLC or anyone until just prior to the District Negotiations in May. It is our desired to see the dollars and resources remain in Lancaster County. Karla has had a discussion with Glen Miller, Deputy Secretary, PA Dept. of Ed. and Commissioner for Libraries to express our concerns about not knowing about the decision for several months and to discuss the process going forward. Mr. Miller was gracious, and asked her to “bring me your thoughts and recommendations” for the future of the Lancaster Library District. The ultimate decision will be made by the Governor’s Advisory Council on Library Development and based on the recommendation from Mr. Miller. The exact timing of that decision process is not currently known. We want to put together a framework from which we can start a discussion, so that we can make a recommendation to OCL. Jeanne asked if there was a financial benefit to being a district library. The district library is given about \$384,000/year but there are many requirements that go with that money that are mandated by law. Decisions around how district library monies are spent are negotiated annually through an agreement with the libraries, so we want to assess what our libraries want out of district library services in the future.

Director’s Council
Report

The directors skipped the three points in their last meeting. Trish did report that the meetings held by LSLC have been very helpful to all the libraries to get together and discuss with one another what the libraries are doing.

3-Point Summary to
Directors’
Council

The Board chose the following four points to include in the summary for reporting to the Directors’ Council:

- 1) Karla asked by the county commissioners to be on Lancaster County COVID-19 Relief Fund - Libraries Workgroup
- 2) We will begin discussing district plans in June and will be working with the libraries
- 3) New board members.
- 4) PPP loan

Public Comment

None.

Adjournment

Elizabeth motioned to adjourn the meeting and Ken seconded. The meeting adjourned at 7:11 pm.

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

Next Meeting: Wednesday, June 17, 2020, 6:30 PM

Respectfully submitted,

Elizabeth A. Flaherty,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant