



Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 19, 2020

Attendance:

Board Members: Dale Hamby, President; Shel Osborn, Treasurer; Elizabeth A. Flaherty, Secretary; Jeanne Grimsley.

Absent: Ken Kohlmaier, Vice President; 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; Casey Leon-Durkee, Financial Coordinator; Amanda Hatcher, Administrative Assistant.

Guests: Lisa Greybill, Columbia 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, August 19, 2020, via BlueJeans Video Conference. A quorum was present.

Secretary's Report Minutes Elizabeth A. Flaherty, Secretary, referred to the minutes of the July 15, 2020, Regular meeting as included in the Board mailing.

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

Treasurer's Report Shel Osborn, Treasurer, referred to the July financial report as included in the Board mailing. The CARES Act funds from Lancaster County and associated expenditures are the new category that is being tracked. As of yet we have not received any revenue from the county, pending our SAM.gov registration. Ray indicated at a prior LSLC Board meeting that some money has been put in reserve in hopes of a second distribution, later in the year. Karla noted that the Office of Commonwealth Libraries was allocated just over \$1M to distribute to libraries across the state. The Lancaster Library District was allocated approximately \$32,000, and will coordinate with LSLC to assure that the funding does not overlap.

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

President's Report Dale Hamby stated that we have a couple of candidates for the vacant board member positions. Dale thanked the County Commissioners and all they have done for us.

He mentioned that the Commissioners meeting presentation regarding the CARES Act funding went well. Karla, Ed and Dale attended.

As Dale has read about district libraries, he has not seen anything that would prevent us from being considered to be the District Library. Many of the things listed as things that need to be done, we are already doing. Karla noted that there are two library systems, Luzerne and Chester, which are one county library systems that serve as the District Library.

Trout CPA is getting ready to complete the 2019 audit.

Dale requested that we start our 2021 budget planning, assuming flat state and county funding and adjust if we need to.

Executive Director's
Report

We noted that as we consider our budget preparations, we will also need to consider if changes should be made to the library funding formula. Libraries have inquired about the status of the formula and the service areas. We need to be thinking about these things in relation to the budget. The budget process has begun in earnest and a first draft of the 2021 budget is expected for the October board meeting.

Dale asked about the formula, noting that we have not had as much time to work on issues this year because of COVID. Some parts of the formula need to be questioned, as they may favor some libraries over others. We are charged with determining what is fair. We need to do it in an objective manner. Karla pointed out that this year's formula will not be affected by the COVID closures because the statistics are based on a three-year rolling average. However, we may want to consider whether to include the 2020 statistics in future formula calculations, as the numbers are so skewed from the norm due to the closures and pandemic recovery. Another system has decided to strike the year 2020 in perpetuity.

Dale asked what the next step for the District Library would be. Karla hasn't heard anything yet from the Office of Commonwealth Libraries (OCL), but did bring it up for discussion at the last Director's Council meeting. She asked that any library, which is considering whether to apply to be the District Library, communicate that information to Ed Miller or Karla, so that the libraries can have a united answer and be on the same page when OCL asks for opinions. We don't need to be divided. It is very important that all of us act collectively to present one voice. We provided the libraries with information and the considerations previously presented to this board, so that they will be able to make an informed decision. We await guidance from OCL regarding the next steps in the process. OCL knows that what they do in Lancaster County is precedent setting, so Karla believes they will take a careful approach to the decisions.

Dale asked about the unintentional overdue fines mentioned in Karla's report. Everything that was due when we closed was condensed into one date. Most people are notified by email. We were in danger of being blacklisted by our internet provider if we sent too many emails at once or in one day. We spread out the due dates over three weeks to help solve some of those problems. Now we have thousands of library cards that are expiring, creating a similar issue, and we are having to work around that problem, as well.

Beth asked about when libraries inquire about being the district libraries, who the contact person would be. Karla is available for questions. Ed is the person that they are to inform. Ed has been the district consultant for nine years. His experience is helpful. Only one library has asked questions. Ed said that one library is exploring and that they have asked to remain anonymous for now. Karla thinks it is important that the district library doesn't leave the county. It is not, however, our decision, but a decision of the Governor's Advisory Council on Library Development, at the recommendation of the OCL.

Karla will be sending information from the Pennsylvania Library Association about the virtual legislative day. It is an opportunity to advocate our state legislator to ask for flat funding for libraries for the remainder of the year.

Board Member
Search

Jeanne, Dale, Ken and Karla have three potential people for our two open positions. They will be discussed in Executive Session. Dale said that we've been successful in finding representation from the Penn Manor area but not yet for the Lancaster City area.

Adjourn to Executive Session Adjourned at 7:04 into break out rooms.

Call Monthly Meeting Back to Order Reconvened at 7:21 from break out rooms.

Jeanne stated that we have agreed to send to the County Commissioners a recommendation for the appointment of Matthew W. Eberts to the LSLC Board upon his affirmation of continued interest.

MOTION Jeanne motioned to ask Karla to recommend Matthew W. Eberts to the County Commissioners to be appointed to the LSLC Board, after asking him if he is interested in the appointment. Elizabeth seconded. Motion carried.

Karla will reach out to him, and provided he agrees, Karla will forward his name to the County Commissioners for their approval.

Audit RFP The Trout CPA audit planning letter provides:

“We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.”

That language means that if Trout CPA discovers something unusual during the course of their review, they will let us know. They aren’t required to go after the anomaly, but as a service, they will communicate it. Smaller organizations don’t have as many people overseeing funds and anomalies occasionally happen.

Shel would like to be a part of the audit process. Karla will request that Shel be included with those who have access to the share file. Trout CPA comes highly recommended.

District Library Center Has been covered in previous reports this evening.

Director’s Council Report Lisa Greybill is the new vice chair and System Board liaison.
1. Cares money - they worked with Ed.
2. Updated quarantine at the meeting: it was 96 hrs. As of today it is 120 hours.
3. District discussion - they were given instructions if they had an interest or questions.

REALM study is determining how long the virus lives on common surfaces that would be found in a library. Because of how long the virus last, the district library has the authority to determine the length of the quarantine.

COL is open the full regular hours. Masks are required. Things are going well!

Board of Directors

August 19, 2020

Page 4

3-Point Summary to Directors' Council	The Board chose the following three points to include in the summary for reporting to the Directors' Council: <ol style="list-style-type: none">1) Recommending a new board member to the County Commissioners2) The System is beginning the audit3) The budget process is about to begin and we will be considering the formula
Public Comment	none
Adjournment	Elizabeth motioned to adjourn the meeting. Shel seconded. The meeting was adjourned at 7:37.

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

Next Meeting: Wednesday, September 16, 2020, 6:30 PM

Respectfully submitted,

Elizabeth A. Flaherty,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant