



Library System of Lancaster County
Minutes of the Board of Directors Meeting
July 15, 2020

Attendance:

Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Shel Osborn, Treasurer; Elizabeth A. Flaherty, Secretary; Jeanne Grimsley, Ray D'Agostino, Lancaster County Commissioner.
Absent: none

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; Casey Leon-Durkee, Financial Coordinator; 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 6:34 PM on Wednesday, July 15, 2020, via BlueJeans Video Conference. A quorum was present.

Secretary's Report Minutes Elizabeth A. Flaherty, Secretary, referred to the minutes of the June 17, 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 June financial report as included in the Board mailing. Another solid month. Numbers are very different from last year as expected. Numbers are similar to last month. Dale asked about the 2019 revenue. It is allotted to special projects, not restrictive revenue. It was approved at the end of 2019. Much of the money was allotted to the new van, dishwasher, BeREADY rover wrap and laptops.

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

President's Report Dale Hamby, expressed concern about the libraries and their potential annual revenue losses due to COVID-19, and wants to make sure that we connect with the libraries about their budgets. Most of them are probably ok now but later in the year may be another story.

Dale expressed thanks to Jeanne and Ken for their work to find new board members. Thanks to the staff working in and out of the office. Glad to see libraries beginning to reopen. It is good that things are moving forward.

Executive Director's Report Karla sent her report. She has been working with Carolyn Reiste on the Adamstown Building project, and is concerned about their lack of budget for furnishings. Karla is reaching out to some of her colleagues to hopefully help them to get some shelving for free. Their old shelving is literally falling apart. Whatever we can do to help her, we want to do it.

Dale inquired about the activities of the libraries and how it compares to normal. Brenda said that the overdrive is definitely up. We have more titles available. Karla said that it has been up overall but it is beginning to level off as the libraries are reopening. Use is growing slowly.

Ed and Casey are tracking expenses to be reimbursed from the Lancaster County CARES Act funds. Thanks to the commissioners, and especially Ray for his work to connect us with this money. We have submitted what we have already spent and what we anticipate spending - around \$450,000. He will make a formal proposal to the commissioners. Ray expounded on details about the revenue and how it works with the CARES act. The amount per library would be about \$15,000 each. – LSLC is not included in that number. This is an initial allocation, if there are other funds remaining at the end of the year there may be another allocation using the same formula. Ebooks and refitting our office are some of the larger expenses LSLC submitted. Ray said that they are looking at fully funding what we have asked for plus a little more. They will discuss on July 28th. The commissioners have returned to live meetings. Ray explained that Patrick Mulligan will give the initial presentation, and we should be there to answer questions that may arise. Ray said that the library work group ran the smoothest of all of the work groups. Ed and Casey assisted Karla to prepare the information for the submission.

Board Member
Search
Committee
Report

Jeanne – Ken and Dale have discussed looking for more diversity and hopefully someone from the city. Karla is advertising on social media and the website. We are asking for help from the County Commissioners. Discussion ensued about potential candidates. Any help will be appreciated. If someone is interested, they should send a letter of interest and a resume to Karla. The more names we have to consider, the better. At some point we would like to move to having an actual application for board members.

Audit RFP

Shel received two proposals from accounting firms. Trout CPA, and Ross Buehler Falk & Company, LLP. Shel recommended Trout. Trout helped us set up our financial systems in Quick books online. We have a good relationship with them. They have more resources available. Karla stated again that there is no family relationship between them.

Motion Shel motioned to accept Trout CPA for the audit. Ken seconded.

Beth asked if it was for three years. Yes. Shel said that there are not rules about when we must change. Elizabeth wanted to know if there is some kind of oversight of the auditors to make sure they are going as deep into our books as they need to be. Shel intends to look closely at what they do. We will not have a binding contract. Karla is familiar with the auditing process. Karla researched five different firms to ensure that we have a thorough audit.

Motion carried.

They will begin right away. Trout CPA will be able to pull out much of the information they need from QuickBooks Online. Now all bills are scanned and turned into PDFs and attached.

District Library
Center

Karla has been in discussion with the Office of Commonwealth Libraries (OCL). On Monday Sue Banks, Director, Bureau of Library Development, requested all the information we have about history and relevant current information. Next Tuesday, the Governor’s Advisory Council on Library Development will receive the formal notice from LPL that they no longer desire to be the district library. OCL will be reviewing our documents and determining how we might be reorganized. They want to assure that all stakeholders have an opportunity to be heard. The process will take several months, but should be decided by December 2020. Karla

included documentation from last month's board meeting for their consideration. OCL sees this as an opportunity to set precedent for library district changes going forward. The PA Library Regulations are being rewritten, and this process will inform those regulations. We can have an impact for Lancaster County and for the entire commonwealth.

Dale wondered if we will hear about the LSTA money that will help us through this process. No, we don't know. We would like to look at the library service areas at the same time. Ray stated that the Commissioners are interested and supportive. They want the best outcome for Lancaster County. The Commissioners will be involved in the process.

Elizabeth asked if there was any time table. The drafting of the regulations has been ongoing. There have been stops and starts. They've been trying since 2013. It is a grueling slow process because of the way the government works. Finding a decision that is not politically controversial will be very difficult. Parts of the regulations may be approved sooner vs. later. District regulations could end up being amended first, working its way down to individual libraries. Interactive discussions will inform the process.

Director's Council
Report

6 Points to the System Board

1. Agreed to resume holds on July 6th
2. Discussed bringing Wowbrary newsletter back
3. Beanstack questions to the system and relayed to the individual libraries
4. CAS will deliver audiovisuals for the libraries to process.
5. Reducing quarantine time.
6. By resuming holds we can resume ILL. We can limit it to what the staff can handle.

RELM project tested books and other library materials. The longest period of time that the virus was present was three days. There is another round of testing going on now. Karla described how the testing was conducted.

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) County is making a final decision on the CARES act funds on 7/29/2020
- 2) GAC will be discussing the District library
- 3) Selection of the audit firm

Public Comment

Overdrive up 48% over 2019. We hope that CARES Act funds will allow us to infuse \$100,000 in young adult & children's Books into our collection.

Adjournment

Elizabeth motioned to adjourn the meeting. Shel seconded. The meeting was adjourned at 7:32.

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

Next Meeting: Wednesday, August 19, 2020, 6:30 PM

Respectfully submitted,

Elizabeth A. Flaherty,

Board of Directors
July 15, 2020
Page 4
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant