



Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 26, 2020

Attendance:

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

System Staff: Karla Trout, Executive Director; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Training and Development 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 Monday, October 26, 2020, via BlueJeans Video Conference. A quorum was present.

Secretary's Report Minutes Elizabeth A. Flaherty, Secretary, referred to the minutes of the September 16, 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 October financial report as included in the Board mailing. Dale inquired about the net restricted income, and it was noted that it related to the CARES Act money and timing of receipt from Lancaster County.

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

President's Report Dale Hamby has been meeting with the County Commissioners along with Karla and Ed, concerning the CARES Act funding. Dale expressed his thanks to the County Commissioners for their generous support. \$700,000 additional money has been put forward by the County CARES Act workgroup for approval by Commissioners this week. This money will all go to the libraries as revenue replacement.

Dale thanked Karla, Ed and Casey for working hard in support of the System and the libraries in relation to budgets and funding. They are informing the libraries of many items that wouldn't have previously been disclosed.

Dale and Karla have met with Scott Standish to discuss service areas. He is newly appointed Executive Director of the Lancaster County Planning Commission.

The Office of Commonwealth Libraries has still not reached out to us with any additional information about the District Library Center. During the last Governor's Advisory Council (GAC) meeting, it was briefly discussed, noting only that Mary Garm, GAC Chair, would be heading up the effort to decide what happens in the Lancaster District.

We have made recommendations for new LSLC Board members to the County Commissioners. In an effort to make residents aware of available positions within Lancaster County government, the Commissioners have decided to keep the position open a bit longer to see if there is any additional interest. Jeanne suggested contacting the two potential Board members to let them know that we are still interested and appreciate that they have applied. Karla will update them.

The LSLC Board member application will remain on the web site.

Executive Director's
Report

Karla was open for questions concerning her report. Dale welcomed Jill Wagner as the new LSLC Youth Services Coordinator. She moved to Pennsylvania from Georgia. She is well qualified and has been hoping for this type of job.

Ephrata Public Library has been awarded Gold Star Library status. This is a big accomplishment. The award stands for three years, after which they will have to renew it annually. The board extended their congratulations to Ephrata Public Library on achieving this status.

A question was asked about the impact of state funding cuts on the County coordination plan. Karla explained that most of the items covered in the plan are multi-year contracts, so the plan priorities would remain unchanged, even with cuts, and would potentially have to be funded with other budget dollars.

A question was asked about whether all of the libraries had to pass the "Resolution for the Waiver of Standards" for the Office of Commonwealth Libraries by the end of the month. Karla replied that they did, and that Ed was working with them to get that completed by the deadline.

District Library
Center Update

As previously mentioned by Dale, Karla stated that we have not heard anything about the District Library Center. Karla has reached out to individuals within the Office of Commonwealth Libraries (OCL) and the GAC and will continue to do so. We would very much like to know that someone is talking with the Lancaster stakeholders prior to making decisions. This week Karla and Ed received an email from Ryan McCrory stating that he is interested in Lititz becoming the District Library Center, provided that the 2008 Memorandum of Understanding (MOU) between LSLC and the District would stay in place. As the MOU is a contract, it will be discussed in executive session. Ryan has not yet discussed the prospect with the Lititz Library Board, but stated he is confident that they will support it. Karla reminded everyone that the decision rests with the GAC, advised by the OCL.

COVID-19/CARES
Act Update

Karla reminded everyone that we are monitoring the financial impact and need for additional financial support to the libraries. If the County Commissioners approve the proposed second CARES Act allocation, the timing of potential distribution of LSLC reserves may change to 2021. When Karla presented her 2021 grant request to the county she noted the 2020 projected library revenue shortfall—currently at \$1.425 million. That was the number the workgroup used as a starting point for the CARES Act allocation.

The LSLC Finance Committee met this morning to discuss a recommend plan for the distribution of the CARES Act funds. The Commissioners requested that we suggest an equitable distribution plan that takes into account the revenue losses of each library. Last time, each library got the same amount. Karla will attend the work session of the County

Commissioners tomorrow and present the plan with Patrick Mulligan, Lancaster County Budget Services Director. Decisions will be made on need, population, and usage. Karla has requested special consideration be given to Manheim Township Library, as they cannot be given a direct CARES Act grant, since they are a department of the municipal government.

Karla learned that some of our libraries are in need of PPE supplies and heard that the County possibly has a surplus. Karla asked Ray if there were wipes and other items available. He asked her to email him if there was interest.

Board Resolution for
the Waiver of
Standards

Everyone received a simple resolution as part of the packet. It reads:

WHEREAS, PA Public Library Code 24 Pa.C.S. § 9332 (a) authorizes the State Librarian to waive standards for local libraries, library systems, and district centers upon application by the board of directors of the local library.

And WHEREAS, the 2020-2021 Public Library Subsidy falls below the 2002-2003 funding level of \$75,289,000.

BE IT RESOLVED that the Board of Directors of requests a waiver of standards for the reporting year(s) 2019 and 2020, at a duly-noticed meeting of the Board held on 10/26/2020.

Motion Jeanne motioned to approve the board resolution. Ken seconded. Motion approved.

2021 LSLC Budget –
First Draft

Shel presented a first draft of next year's budget. Salary and benefits are of primary concern. We're hoping for flat funding from both the county and state. The state is expecting a shortfall and so we could have a reduction in funding. With 5/12ths of the state budget approved with level funding, our concern pertains to the remaining 7/12ths.

Karla explained that whenever we have an increase in medical insurance, the increase falls on the employee due to the way we handle employee benefit contributions. We provide a set amount to each employee to help to cover their benefit costs. It has remained unchanged for several years. Last year health insurance increased by 7% increase. This year we anticipate a 3% increase. Karla asked that this be taken into consideration as salaries are discussed.

The Finance Committee will continue to meet between now and the November meeting to fully develop the budget draft for Board approval.

Employee Vacation
Carry-over for
2020

Our current policy is that employees can carry over one half of their vacation time each year. Due to the COVID-19 pandemic, almost all employees canceled planned vacations. Some of our employees have double or triple the amount of vacation time that they are allowed to carry over. We are looking for a reasonable extension of the cap, realizing that carrying over too much time, delays this issue to next year. Even with the extension, we have employees that will lose vacation time. Karla provided impact numbers for a one-week or two-week extension of the cap, and suggested that paying employees for anything beyond those days might be the best option. She expressed that she would hate to see employees lose time as a result of the pandemic, especially given how diligently the LSLC staff has worked through the crisis. If we extend by one week, the cost would be a \$27,000 pay out. Whereas, if we extend by two weeks, the cost would be a \$14,500 pay out. These are gross numbers, and there may be other tax and retirement implications, as well.

It was noted that this is a one-time change for 2020.

Motion Shel motioned to move forward for an additional two-week cap and paying out for lost leave because of the pandemic. Matt seconded.

Motion passed.

2021 State Aid
Distribution

Karla explained in a normal year, state aid is passed with the state budget for the fiscal year that begins in July, but not distributed to the libraries until the following January. This year, however, since 5/12ths of the state budget was passed at that time, and there is great uncertainty about status of state funding into the new year, the Office of Commonwealth Libraries requested that the legislature release the 5/12ths funding early. We have received these funds on behalf of the libraries, but they are designated for 2021. There are significant negative potential impacts on audits, reporting, etc. from early distribution of these funds.

Motion Shel motioned to make the distribution of the 2021 state aid during the first week of January 2021. Elizabeth seconded.

This would result in the libraries receiving the money about three weeks earlier than they usually would. Karla will put the money in an interest bearing account and will include the interest in the distribution.

Motioned passed.

Director's Council
Report

3 Points to the System Board

1. A task force has been formed for the future of the District Library Center
2. Purchasing hot spots with the CARES money
3. Returning to normalcy with the holds/priority table resuming (pre-Covid). All libraries are fulfilling and sending out holds.

Dale asked if the task force is communicating with the Library System. Lisa doesn't know.

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) Update on the CARES money. Hopes for an additional CARES Act distribution.
- 2) 5/12ths of 2021 money will come at the beginning of January. The other 7/12ths will come as soon as the legislation allows – released by the State.
- 3) The Library System is working on our budget for 2021 and presented the first draft.

Public Comment

None.

Casey asked Lisa to share with the libraries that we can do electronic transfers if they provide the information.

Adjournment

Elizabeth motioned to adjourn the meeting. Shel seconded. The meeting was adjourned to executive session at 7:43.

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

Next Meeting: Wednesday, November 18, 2020, 6:30 PM

Respectfully submitted,

Elizabeth A. Flaherty,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant