



Library System of Lancaster County
Minutes of the Board of Directors Meeting
November 18, 2020

- Attendance:
- Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Shel Osborn, Treasurer; Elizabeth A. Flaherty, Secretary; Jeanne Grimsley, Matthew Eberts; Ray D’Agostino, Lancaster County Commissioner.
 - Absent:
 - 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; Jill Wagner, Youth Services Coordinator; 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, November 18, 2020, via BlueJeans Video Conference. A quorum was present.
- Secretary’s Report Minutes Elizabeth A. Flaherty, Secretary, referred to the minutes of the October 26, 2020, Regular meeting as included in the Board mailing.
- Motion** Elizabeth motioned that the minutes be approved as presented. Matt 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. Nothing was unexpected. We received the CARES act money.
- Motion** Shel motioned that the report be approved as presented. Jeanne seconded.
- Right now we are running ahead on income vs expenses for the year.
- The report was approved as presented.
- President’s Report Dale Hamby’s report was included in the board mailing. He attended the Governor’s Advisory Council meeting with Karla, Ed and the library directors. More details to follow later in the meeting.
- Executive Director’s Report Dale appreciates the help that Ed and Karla gave on the SAM.gov (System for Award Management) registration. Karla spoke with Comcast today and they will be donating \$7500 in support of a Brainfuse JobNow product.
- District Library Center Update On October 30, Mary Garm, Chair, Governor’s Advisory Council on Library Development (GAC) and Susan Banks, Director of Library Development, Office of Commonwealth Libraries (OCL) sent a letter to Dale and Karla. Dale read the following:

“The Governor’s Advisory Council on Library Development and the Office of Commonwealth Libraries are in the process of crafting a plan to manage the transition of district library services from the Lancaster Public Library to a new administrative agency. The Library has

notified the Office of Commonwealth Libraries of its intention to relinquish its role as District Library Center effective with the close of the Commonwealth's fiscal year on June 30, 2021.

Lancaster County is representative of a number of District Library Centers in Pennsylvania that serve a single county where there is also a county library system. We are cognizant of the impact and influence our actions will have, not only in Lancaster County, but in other counties across the Commonwealth.

In light of that, we propose to look at FY 2021-2022 as a year of transition, during which we will conduct an evaluation of which institution will best serve the libraries of the Lancaster District as the new District Library Center. We will talk with representatives from the current District Library Center and from the Library System of Lancaster County, where some district services are already being managed. We will also talk with representatives of the libraries in the district and with representatives of other one-county districts that also have library systems.

With the approval of the Board of the Library System of Lancaster County, we propose designating the System as the interim District Library Center for FY 2021-2022, during which time we will continue our deliberation and make recommendations for a permanent designation. The interim designation will be renewable for one subsequent fiscal year if the work is incomplete or if a recommendation is pending.”

On November 13th Dale, Karla and the Library Directors met with Mary Garm and Susan Banks to discuss the proposal. It was decided to schedule a work meeting for the board and discuss what this means and the repercussions. The first action would be to evaluate whether this is something that we want to do. Part of the consideration is the existing Memorandum of Understanding between LSLC and LPL for district services. (MOU from 2008)

Karla noted that there were a few dissenting voices in the meeting with the directors. Lititz Public Library expressed interested in becoming the District Library Center, and was supported by Elizabethtown (ETN) and Mount Joy (MJY). Sue Banks explained that this is not a democratic process, but is a designation made by the GAC at the recommendation of OCL.

Lancaster Public Library will not be moving out of their current building until late 2022 or 2023, and have expressed an interest in contracting to continue to provide some district services until they relocate to their new space.

It will be an involved process. We are just beginning to evaluate what questions to ask. We need to figure things out and make an informed decision. If we were to say “no” they would likely combine the Lancaster Library District Center with that of a neighboring district. We should seriously consider doing it.

- Jeanne sees this as positive and the downside would be large.
- Ray agrees and is willing to help. He wants the Commissioners to be informed.
- Beth is encouraged by the conversation with LPL and their willingness to help. It might make it more tenable with everything that is involved.
- Dale said that some of the things in the state regulations regarding districts have been out of date for many, many years. There are opportunities here to have an impact on improvements to those regulations.
- Ken inquired if LPL was willing to take on some or all of the responsibility. Karla said some—which areas they would take on would need to be negotiated.

Dale inquired what about the difference between a district library center and a library system. District vs. system is confusing. Karla said that there is cross over between district and system in other places as well. If the district had to do it all, they couldn't. That is probably why we've been asked to take this on – we are doing so much that is required already. A bigger conversation about this at the state level is what is about to happen. We are in the midst of a precedent setting situation.

The Board arranged a date to meet together to discuss again, Wednesday December 2nd 4– 6 pm. This will not be a board meeting. It will be an educational workshop. We will invite Sue and Mary to come. Please send questions you may have for the discussion to both Karla and Ed Miller.

Dale has been looking at district agreements with some of the neighboring Districts. Karla noted that we may want to look at Luzerne County, because they are a system that is a district.

The vote will come at the December Regular Board meeting at the earliest. There is a Directors Council meeting scheduled for December 4th so if we have questions we can take them to the directors.

COVID-19/CARES
Act Update

Karla gave a Covid update. Strasburg-Heisler Library closed for a short time because they had a staff person with a positive case. Pequea Valley Public Library has reduced hours. Ephrata Public Library and Lancaster Public Library are planning to go back to lower contact services. We have submitted all the paperwork to SAM.gov registrations for the libraries to the county. The libraries are eager to get their money. Ray said that checks should start going out early next week. Some of our libraries are really struggling. Thanks again to Ray for considering Libraries as a valuable partner. Please extend our thanks to the other Commissioners.

Manheim Township Public Library was not eligible for CARES act funding, because they are a department of government. They were not a recipient of any of the Township CARES Act funds, which is a local decision. They have had a huge loss this year. Karla would like for the board to consider giving them some money. Shel suggested that we could offer Manheim Township a \$50,000 Distribution from Library System funds. The Finance Committee met and discussed how we might be able to do the most good with the resources we have. We looked at the same formula that was applied to the CARES act fund.

Motion Shell motioned to give Manheim Township Public Library a distribution to offset their not getting any CARES money. Beth seconded. Motion carried.

Staff Salaries and
Distribution

Finance Committee has been looking at 2021 salary adjustments for employees. The recommendation is a 1.3% COLA for all staff, plus a few appropriate adjustments, where needed. In place of a higher salary increase, Karla requested a year-end distribution to staff on a one-time basis. This will help to offset the increased health care cost, which will increase 3% for the coming year. The committee recommended up to \$40,000 for a net distribution, grossed up. This will be for the 18 employees, not including Karla, who will be considered separately by the Board.

Motion Shel moved that we authorize Karla to distribute up to \$40,000 to the employees with taxes above that. Ken seconded.

Beth clarified that this motion is limited to just this year. Matt wondered if this would be the model going forward, and it was agreed that those discussions could take place at a later time. Karla noted that library salaries do not have a bench mark, but are all over the map. We need to consider when someone reaches the pinnacle of their salary, how to continue to support them.

The Board appreciates all that everyone at the Library System has done this year. Ken agrees that this year has had extraordinary circumstances.

Motion carried.

Supplemental
Distribution to
Member
Libraries

The Finance Committee recommended that from the LSLC 2020 budget surplus, \$60,000 be split between the libraries. (\$4000 per library). After this distribution, approximately \$34,000 in surplus will remain to cover unexpected expenses through year end. This distribution will be contingent on the State passing a level funded budget. If the budget is not what we anticipate, we will need to reconsider what can be distributed. Nothing will be paid out until December. All of this is from the current year budget, not touching the Library System reserve.

Motion

Shel motioned to give each library \$4000 and Ken seconded. Motion carried.

2021 LSLC Budget

Shel stated that many of the numbers in the budget are similar to 2020. We will still have 19 employees. Nothing will be a large increase or decrease.

Thanks to Casey and Karla for all their work.

Motion

Shel motioned to accept the 2021 budget as it is presented. Beth seconded.

Motion carried.

Director's Council
Report

1. ADM has moved to the new location – 110 West Main Street in Adamstown.
2. Directors thanked the System for working to get the CARES ACT funding for all the libraries.
3. The District will submit a proposal to the OCL for CARES Act funds for the Wi-Fi hot spots for each library to lend. The remaining money will go to OverDrive.

Dale asked Lisa about the Directors Council's October minutes. He wanted to know about the task force that the Directors organized about the District Center future. They have prioritized the basic services that the libraries need from a county entity. The committee was to do some fact finding and draft a concept paper. Dale said he would appreciate seeing their findings because theoretically they have already done much of the work for the District Center. Lisa said that she can contact Barbara Basile to ask for the results.

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) \$4000 to each library
- 2) We will be meeting again to discuss and learn more to make an informed decision about being the District Center
- 3) Approved the budget

Public Comment

Jill Wagner was introduced. She is our new Youth Services Coordinator. Jill is happy to be a part of the team. She is from upstate New York with roots in western Pennsylvania. She has

lived up and down the east coast and has come to Pennsylvania from Georgia, where she worked in the busiest branch in the state. She went back to school and got her MLS. Jill comes to us from Manheim Township Public Library. She is excited to be a part of the system.

Adjournment Beth moved to adjourn. Ken seconded. The meeting was adjourned to executive session to
Motion discuss a personnel matter at 7:47.

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

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

Respectfully submitted,

Elizabeth A. Flaherty,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant