



Library System of Lancaster County
Minutes of the Board of Directors Meeting
December 16, 2020

Attendance:

Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Shel Osborn, Treasurer; Elizabeth A. Flaherty, Secretary; Jeanne Grimsley, Matthew Eberts; Rhonda Allen, 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; 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, December 16, 2020, via BlueJeans Video Conference. A quorum was present.

Secretary's Report Minutes Dale introduced Rhonda Allen, our new board member. Rhonda introduced herself. She is the Chief Deputy at the Clerk of Courts, Court of Common Pleas of Lancaster County. Everyone introduced themselves.

Elizabeth A. Flaherty, Secretary, referred to the minutes of the November 18, 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 December financial report as included in the Board mailing.

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

Dale asked when the audit will begin. It will be after the new year. Karla said that we usually do it after the reports are due to the State. We get a discount for having our audit a little later. It isn't due until October.

The report was approved as presented.

President's Report Dale Hamby's report was included in the Board mailing. There will be further discussion about the District library

Executive Director's Report Karla's report was also included in the board mailing. Her time was spent on year-end issues, District issues and personnel issues. Dale asked if the Bookmobile is a District function. The Bookmobile is a function that often falls under District functions, but not always. Ed explained that it had been a District service until 20 years ago, when it moved to LSLC, to eliminate questions about library service areas in relation to the Bookmobile. Generally, the LSLC focuses on library development, and the Bookmobile is the one service that does not fall

within the area of development, but it is nevertheless valued by the people of Lancaster County.

Dale asked if Karla has given more thought about doing board development for the library boards as well as for our own. Additional Board training would be valuable for many of our libraries. Karla has begun to look at how we can pull together professional training for the library boards. It may be advantageous to do it virtually. The Pennsylvania Association of Nonprofit Organizations and Leadership Lancaster are two potential partners. Jeanne asked if it would be just the presidents or more board members. Karla said that the presidents as well as a few others but perhaps not the whole board. Perhaps a minimum of two and a maximum of four. With everything going on, we don't have the capacity to build this ourselves but it needs to be done. Matt asked if it would be a onetime event that will perpetuate itself or an ongoing event. Karla said that yes, hopefully both. Some boards have a lot of turnover. Laying the groundwork, developing board manuals, etc. would be helpful.

District Library
Update

Karla had a call with Sue Banks, Director, and Bureau of Library Development at the Office of Commonwealth Libraries. Sue told her she will be our liaison for Lancaster County with Anne Kruger retiring. Karla wanted to get a sense about the preferences of OCL in designing future district services. They would support us outsourcing some of the duties. Sue made it clear that she would want a higher level of reporting on those functions. It gave Karla a sense of how to develop the process. Karla said that we should set this up with an eye toward how things will be going forward as opposed to planning for only one year. If Lancaster Public Library does move, we will have a lot of issues to resolve. We can work through a plan for a year, but if it is for more than a year, there are many challenges. Jeanne asked Ed what he thinks of us taking this on. Ed thinks that for one year, it would be easy to provide the same level of service that LPL provides. To provide the service we'd like to provide, it will take a lot of work. Ed would support doing it. It is the only choice that works for Lancaster. Elizabeth inquired about tracking the services, i.e. the reference librarians. At this time, no real metrics are currently being tracked. Those metrics will be put into place in the new plan. We need to gather metrics so that OCL can make a good, permanent decision. OCL is open to us being creative in service models. The offer to contract back comes from the Director of LPL. The director has spoken with her board, and indicated that the board was in support of it. Dale is in support of taking on the District, but has questions about board functionality. Karla indicated that likely the LSLC board would be the District board, and a District Advisory Council, made up of library directors and representative board members, would be created to provide advice for the District board. Jeanne asked that if we want to go ahead with this, what responsibility would we have between now and June? We would need to develop a plan for the services to be presented to the libraries in a negotiation process. This normally takes place in May of each year. Ken asked what happens if it does go beyond the first year. Karla said that is one of her bigger concerns, since some of the outsourcing may not be able to continue if LPL moves to a new building. Matt asked if there were options for outsourcing if LPL is unable to continue to provide those services. Karla said that there are other libraries and there are other options beyond the libraries, as well.

Motion Jeanne motioned to enter into negotiations with the Governor's Advisory Council to become the District Library Center for Lancaster County. Elizabeth seconded.

Elizabeth liked the idea of negotiations for no more than 18 months. It is worth trying. Ray agrees that it is in the best interest of the citizens of Lancaster County. If it is done right, it has the potential to bring everyone closer together. The District Advisory Council would be

officially established when the District is established in July. We would work prior to that to fill the seats.

Motion passed.

Covid. Due to the resurgence of COVID-19 cases in the county, many of our libraries are backing down the in-person, and indoor aspects of their services. They are still providing lots of programming and support, and lending in a variety of models, including curbside. The winter will be a challenge. There have been some positive cases within library staffs and even our own staff. The OCL has sent out information but have made it clear that it is the local library's decision how much service to provide and how to do it. Libraries are struggling with the lack of guidance. We're trying to fully support them regardless of the decisions they make. We have done all we can to distribute the Center for Disease Control's guidance. We want to serve the public and keep staff healthy.

Director's Council Report The Directors council did not meet in December. Since the hot spots would not be delivered until February, it was decided to consider other options for the District CARES Act dollars from OCL, such as World Book online with extra money going to OverDrive. Dale had requested info about the work the library directors did towards the district decision. Lisa Greybill referred him to Barbara Basile, who did give information to Dale, as requested.

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) We voted to enter into negotiations with GAC with the intent of becoming the interim District Library Center
2) Rhonda Allen is the new board member
3) Happy holidays, 2020 is almost over.

Public Comment None.

Adjournment The meeting was adjourned at 7:48.

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

Next Meeting: Wednesday, January 20, 2021, 6:30 PM

Respectfully submitted,

Elizabeth A. Flaherty,
Secretary

Transcribed by
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Administrative Assistant