



Library System of Lancaster County
Minutes of the Board of Directors Meeting
January 20, 2021

Attendance:

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

Absent: Ken Kohlmaier, Vice President; 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 6:34 PM on Wednesday, January 20, 2021, via BlueJeans Video Conference. A quorum was present.

Secretary's Report
Minutes

Elizabeth A. Flaherty, Secretary, referred to the minutes of the December 16, 2020 Regular meeting as included in the Board mailing.

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

Treasurer's Report There is not a finance report this month. Casey is finishing year end processing.

President's Report Dale Hamby's report was included in the Board mailing. The District negotiations went well. We will discuss this more later in the agenda. If we do take on the District duties we may consider moving to using a consent agenda to help expedite meetings.

Beth inquired if we discussed serving as the Interim District Center for no more than 18 months. Karla said that the Governor's Advisory Council said that they will work with us to make it work. Dale said, as an example of their flexibility, they offered that we could continue services basically as they are now for the first six months, as we gather data and plan for the future. They wanted to hear from us that we will take the lead before they would offer guidance.

Beth also asked if the consent agenda would be applied to the District or to the System or to both. Dale said that if we are holding them as two separate meetings and/or if there are standard routine things, it could be both. It allows us to simply approve reports in bulk and move on. Karla said that she has had experience with a consent agenda. It makes the meeting more forward facing instead of spending a lot of time reviewing the past. For it to succeed, reports must be reviewed by the board thoroughly before the meeting.

Executive Director's Report Karla's report was included in the Board mailing.

Most of the libraries have returned to curbside service as opposed to in person browsing in light of the increase in Covid-19 cases. She asked Matt if he could update us on the status of

the vaccine. He stated that the state DOH has dramatically increased the numbers for the vaccine in Category 1A. Karla mentioned that there has been confusion where library workers fall in the queue for the vaccine—1B or 1C. We are part of the Department of Education, but not necessarily included in 1B with K-12 education workers.

It is a local decision for the libraries to be open and how “open” they are.

Dale thanked Karla for working on developing training for the library Boards and Karla and Ed for their work on the Interim District decision. Karla said that Jeanne will help Karla with the Millersville University marketing project. Dale would like to form a group from the Board to work on District matters. Rhonda indicated she was interested in participating in that group.

District Library
Center Update

Dale, Ed and Karla met with Sue Banks, Director, Bureau of Library Development, Office of Commonwealth Libraries, and Mary Garm, Chair, Governor’s Advisory Council on Library Development, to negotiate regarding LSLC becoming the Interim Lancaster District Library Center. While they expressed a willingness to work with us and to provide waivers for standards we are unable to meet, such as hours open, before they are ready to give us answers to every detail, they want a commitment from us.

Motion Jeanne made a motion to accept the request from the Governor’s Advisory Council on Library Development to serve as the Interim Lancaster District Library Center for the period of one year, beginning July 1, 2021. Shel seconded.

Elizabeth referred to the motion that was made last month, inquiring if we had accomplished the negotiation portion of that motion. Dale and Karla responded that we had entered into negotiations, were comfortable with the results, and recommended that the Board proceed to accept the offer to serve on an interim basis for one year. Rhonda inquired, as individuals on the board, what can we do? Karla responded that the Board could assist with creation of the District Advisory Council, develop a plan for the logistics of the LSLC and District Board functions, and assist with communications between LSLC and the library boards. We interact with the directors a lot but would like to increase communication with the boards.

Motion passed unanimously.

Karla will communicate with the Governor’s Office. Rhonda, Shel, and Dale volunteered to be on the subcommittee.

Jeanne asked how we are communicating with Lancaster Public Library about the transition. Karla and Ed have been communicating and will schedule another meeting asap.

Karla is meeting with the management team and Sue Banks on Friday. Dale informed the Board that a lot of the data that we need for decisions is not presently being collected. Karla and Ed will work with LPL to begin to gather the needed data, under the direction of Sue Banks. Ed will also spend time with the District staff to gather information on their current processes to inform the planning process. The OCL/GAC are open to us reinventing many of the current services based on the needs of the libraries and the community. We need to be sensitive that some changes may impact current district employees. Beth mentioned that we need to be careful that we don’t disenfranchise those who are not able to use online resources. Karla agreed, and is cognizant of the situation and is keeping it in mind. There are areas of the county that are part of the plain population, and they, among others, may not have access to take advantage of online resources.

COVID-19/CARES Act update	Karla covered COVID updates during her report. We have received the remaining CARES act money from Lancaster County. There is some talk that there may be another round of CARES Act funding. We have completed the renovations at the office. Nearly everyone now has a cubicle with walls and a door that closes to improve safety related to Covid-19. The top half of the walls are glass so that everyone can still see each other and allow for natural light. When things improve with the virus, we will have greater confidence in returning to the office. For now, our current situation is working well and will continue status quo. The office retrofit was paid for by CARES Act funds.
Director's Council Report	They did not have a meeting this month. They will meet again in the beginning of February.
3-Point Summary to Directors' Council	<p>The Board chose the following three points to include in the summary for reporting to the Directors' Council:</p> <ol style="list-style-type: none">1) District – the LSLC Board voted to accept the request from the Governor's Advisory Council on Library Development to serve as the Interim Lancaster District Library Center for the period of one year, beginning July 1, 2021.2) Refitting of the office. The System office has been retrofitted with cubicles so that the staff can return to the office when it is safe.3) Millersville University Marketing Professor, Dr. Jennifer Wood's spring Public Relations Capstone Course will focus on assisting LSLC to develop marketing strategy and a PR plan for two areas: 1) Increasing awareness and use of LSLC online resources, and 2) increasing awareness of library offerings across Lancaster County.
Public Comment	<p>None</p> <p>Rhonda asked about the details on the definition of her term limit. She will need to be reappointed in April. Matt will also need to be reappointed at that time, since they are both filling a vacancy between board years.</p>
Adjournment	Elizabeth motioned to adjourn the meeting. Matt seconded. The meeting was adjourned at 7:22 PM.

Respectfully submitted,

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

Next Meeting: Wednesday, February 17, 2021, 6:30 PM

Elizabeth A. Flaherty,
Secretary

Transcribed by
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Administrative Assistant