



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
February 17, 2021

Attendance:

Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Elizabeth A. Flaherty, Secretary; Matthew Eberts; Rhonda Allen; Ray D'Agostino, Lancaster County Commissioner.  
Absent: Shel Osborn, Treasurer

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 6:35 PM on Wednesday, February 17, 2021, via Zoom Video Conference. A quorum was present.

Dale acknowledged the resignation from the board by Jeanne Grimsley and thanked her for her work for all of these years.

Mission Minute Dale explained that we are instituting a new "Mission Minute" near the start of each board meeting. It will be a five-minute tutorial type presentation to help the board become more familiar with details from the Library System. Karla asked the board members for suggestions on future "Mission Minute" presentations.

- Matt suggested Ray discuss what makes a good community board.
- Ken suggested the department heads provide an overview of the work performed by their department staff. Karla suggested they discuss a particular topic.
- Karla suggested details about library programs i.e. 1000 books before kindergarten.
- Matt agreed that meeting the staff would be helpful.

Secretary's Report  
Minutes

Elizabeth A. Flaherty, Secretary, referred to the minutes of the January 20, 2021, 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, was not able to attend. We will defer the treasurer's report until next month.

President's Report Dale Hamby's report was included in the board mailing. We will be reaching out to Ray to discuss the process for appointment/reappointment of board members. Rhonda & Matt will be eligible for reappointment in April for their first full terms, and Jeanne's seat will need to be filled in light of her resignation.

Beth commented that she had read the information presented about the consent agenda and said that she thought it was a good practice to begin. Discussion ensued as to whether "The Standard Code of Parliamentary Procedure" (from the Bylaws) differs from Robert's Rules of

Order. There are also modernized rules that are simpler and less formal that could be followed. Dale will do more research.

Executive Director's  
Report

The report was included in the Board report. Karla added her thanks to Jeanne. She will be sorely missed. Dale inquired if youth activities are doing fundraising. No, Dutch Wonderland, ice skating etc. give us tickets as rewards for summer reading. They are considered donations "in kind." Jill asks permission from the library first, for any organization that we reach out to if they are in a library service area.

Leadership Lancaster has a comprehensive training program for the board members of the library boards across the County. The Office of the Commonwealth Libraries also has training for board members. We are hoping to better empower our boards to do their job which will also support the library directors. The Pennsylvania Association of Nonprofit Organizations also does some board training. They recommended leadership Lancaster.

Dale emphasized that the training is very useful. Rhonda asked where to get the information. Karla assured her that when training becomes available, we will dispense the information. In the meantime, we will help in any way we can.

District Library  
Center Update

Dale stated that while we are assuming the responsibilities of the District, it is not a separate entity. We will keep the financials distinct. The board meeting will be consolidated. Elizabeth asked if we would appoint a new secretary for that position. Karla said that should not need a separate board or officers. We are being asked to take up the responsibilities, but we do not have to stand up a new organization to do so.

We have begun the process, mostly information gathering. Ed has begun to reach out to people at Lancaster Public Library. This week he met with the Interlibrary Loan staff. He has been in conversation with the individual who heads the reference staff. We will need to have a new contract with Way Delivery service. We have asked everyone to begin to document day to day processes as well as think about articulating the goals and objectives of their program as it currently exists so we can use that as a base for our programs going forward. We are reverse engineering these processes.

Karla and Ed are meeting with HSLC (Hosting Solutions and Libraries Consulting) - the people who run Power Library and "Chat with a Librarian" to supplement reference services, to consider a local iteration of "Chat with a Librarian" for Lancaster County. Karla and Ed have spoken with other counties that have set up this program successfully. They will also talk with Sue Banks and make sure we are on the right track. We have a lot of information to put together before we can make decisions, but we are making some progress.

Ed stated we need to serve the libraries the way they need and want to be served.

Dale spoke at the Governor's Advisory Council meeting. They are enthusiastic about our taking over. We will seek to inform what a District is and what it does. He is exploring what is the equity between users around the state verses equality?

The District Negotiated Agreement will need to be in place by July 1. We will need to review the existing System Member Agreement to make sure there is no conflict between the two documents.

COVID-19/CARES  
Act Update

There is not a lot to report. We have libraries that are operating at various levels. We are encouraging them to encourage their staff to get vaccinated. The CDC has placed libraries in the 1c category. The directors discussed the possibility of reducing the materials quarantine time. The directors wanted to keep it at the existing 7 days for now. We will reconsider it again after July 1. Our office build out is finished. We also have installed a UV filter on the HVAC system. We appreciate the CARES Act funding through the Commissioners that enabled us to do that.

The majority of our staff continues to work from home. The team has been remarkably productive during this time.

Discussion about  
Meeting Format  
& Retreat

Dale will investigate putting some things into a consent agenda format for next month to free up time. He also hopes to be more forward focused verses looking back. Also, dealing with the bigger issues in the beginning of the meeting so there is more time.

Dale would like to hold a retreat at the High Center. It would be an opportunity to physically get together with plenty of distance. The retreat would be a morning or an afternoon – not a whole day.

It is time to start thinking about a new strategic plan. (The current one expires at the end of 2021.)

With the board year coming to an end, Dale requested that if you would like to step down from a position, please let Dale know before the March meeting.

Director's Council  
Report

The Director's Council met on February 5th.

1. District Funds – are being used to purchase "Playaway Launchpads" for each library. Each library may order approximately \$2200 worth of Launchpads after discount.
2. The IT department is performing software updates for all member libraries: a Sierra update and the newest version of Microsoft
3. Children's directors, along with Jill, are scheduling summer reading presenters and arranging prizes for this summer's program.

Dale asked what a launch pad is. It is a table computer that is preloaded with learning activities and packaged in a sturdy case. They will circulate.

Dale asked about the fact that an ID card is required to renew a library card. If it is someone that the library knows, they will often renew it without identification. If someone calls, the library will often help them over the phone. During Covid, we pushed all library card expiration dates out into the future.

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. The Board is rethinking their meeting format and rules of procedure.
2. The Board would like to thank Jeanne Grimsley for all of her hard work with the Board. Jeanne has resigned from the Board.
3. The Annual Meeting in April will not be an event, but simply a reorganization meeting of the board.

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Public Comment

There was further discussion about the Launchpads. They are being funded through a grant associated with the CARES Act funds.

Adjournment

Elizabeth motioned to adjourn the meeting. Rhonda seconded. The meeting was adjourned at 7:36 p.m.

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

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

Respectfully submitted,

Elizabeth A. Flaherty,  
Secretary

Transcribed by  
Amanda Hatcher,  
Administrative Assistant