



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

Attendance:

Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Shel Osborn, Treasurer; Elizabeth A. Flaherty, Secretary; Rhonda Allen; Ray D'Agostino, Lancaster County Commissioner.
Absent: Matthew Eberts, and one open position for term ending April 2021
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 6:32PM on Wednesday, March 17, 2021, via Zoom Video Conference. A quorum was present.

Mission Minute Ed miller shared a presentation about our annual reports for the state. His points included:

- The basics – it is a yearlong snapshot of the Library System.
- State code compliance – a spreadsheet for data collection. Directors and Brenda Emerich provide much of the data. 2020 was an unusual year.
- Management tool – the report is a management tool. We pull data from it to run our funding formula as well as other uses.

Consent Agenda:

Secretary's Report
Treasurer's Report
President's Report
Executive Director's Report

Motion to Approve Beth motioned that consent agenda be approved as presented. Shell seconded. The consent agenda was approved as presented.

Discussion:

District Library Center

Karla – we continue to work on the district library center. Karla and Ed met with Sue Banks. Sue gave some perspective on some areas that have been unclear. We are beginning to reach out to some of the vendors, we are continuing to do data collection and we need to think about the makeup of, and who, will be on the district advisory council. Ed informed the board that we have developed a focus group of six libraries. We can share ideas and make sure we are heading in the right direction. Also, we have developed a library survey. We will vet through this group first and then on to the other libraries. The board is welcome to provide feedback about the survey. (It can be found in the board mailing in the Executive Director's report.)

Dale asked how long it will take to establish contracts. Karla said that there will not be a lot of contracts and the ones that are there will not change much. The biggest one is the contract with the libraries. That will not happen until May. It needs to be in place before July 1.

Ed said that it is the second group of agreements, i.e., subcontract back with Lancaster Public Library, that have the potential to be the more difficult contract.

Karla said that this process has been enlightening. We've had the opportunity to explore some areas that have not been investigated in a while. She is excited about what is to come.

COVID-19/CARES
Act

Karla said that the biggest challenge has been the libraries navigating toward reopening. They've had some challenges with restaffing. There are many open positions and the competition for workers is challenging.

The libraries are getting ready for summer reading and some libraries are weighing in person/virtual/indoor/outdoor programs.

We are doing what we can to support them toward reopening.

Millersville
University PR
Project

Dale informed the board that we are working with Millersville University students on a PR campaign as well as a technology campaign. All the students are seniors. They are looking to see if we can develop a communication system that will support all the libraries. They have asked some interesting questions and they've also proposed a master library calendar. They have some good ideas to build the standing of the libraries.

Mark said that the tech side was working in a similar fashion. We are trying to resolve common language (data bases, eResources, etc.), the disparity between who we are and who the public thinks we are, and do we need to have a public relations campaign at all. We do have many great hidden gems that people don't know about.

Annual Meeting

We are not having a formal, festive annual meeting this year. We will have a short April meeting. The only officer position open will be secretary. Rhonda has expressed an interest in taking that position.

Elizabeth has informed Dale that she is stepping back at the ending of her three-year term next month. It has been her pleasure. Everyone expressed best wishes to her and thanked Elizabeth for her service.

Dale said that there are candidates that have expressed an interest in joining our board and we will be sending their names to the County Commissioners.

Strategic Plan

This is the year to update the strategic plan. Ken is the only remaining board member since the last plan was established. We want to include the staff. We also need to include the district center. Dale feels that the current plan is more about the day-to-day operations. He would like to have a plan in place by June when we can hopefully have a board retreat with some board training.

Karla appreciates that the management team needs to be involved in the process. She has reviewed the plan and she looks forward to a plan that is strategic. Karla was not involved in writing the current one. She looks forward to leading the libraries as to understanding what the future can look like and how we can help them get there. We have some major objectives to look at over the next several years: our facility, service areas, software, district, and other issues. It will be vital for our district, our libraries, and the people of Lancaster County.

Dale encouraged everyone to look at it with an eye to rewriting it.

Elizabeth remembered that formerly parts of the board meetings were reflecting on the strategic plan as to whether we were meeting the goals. They were good goals at the time, many of them have been attained. A lot of good has been done.

Dale is looking at the use of dashboards, key indicators, etc. It will make the information more accessible.

Director's Council
Report

Nothing new to report. The Director's Council met on February 5th. A refresher of their points:

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

In Columbia, all programs will be in person, outside in the neighboring park. People seem to be looking forward to coming together. They have several programs that include animals – reptiles, reading dogs, insects, and zoo America.

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) Elizabeth Flaherty is departing the board. We appreciate all that she has done for LSLC
- 2) Millersville student project for pr/tech
- 3) Beginning of the process of a new strategic plan

Public Comment

none

Adjournment

Elizabeth motioned to adjourn the meeting. Shel seconded. The meeting was adjourned to executive session at 7:14.

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

Next Meeting: Wednesday, April 21, 2021, 6:30 PM

Respectfully submitted,

Elizabeth A. Flaherty,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant