



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
May 19, 2021

Attendance:

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

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; Casey Leon-Durkee, Financial Coordinator; Amanda Hatcher, Administrative Assistant.

Guests:

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 6:32 PM on Wednesday, May 19, 2021, via Zoom Video Conference. A quorum was present.

Mission Minute Dale addressed the maps that were sent with the board mailing. Service areas are strictly zip codes. Are the service areas still adequate? A lot of development has taken place since these areas were developed. It has impact on the libraries funding. Do Lancaster County residents have access to a library within a reasonable distance? Do zip codes really capture where we are today? Once we are past the district change over, we will address this.

Consent Agenda:

Secretary's Report Minutes of the March 2021 Regular Meeting and April 2021 Annual Meeting  
Treasurer's Report Financial report for April and May  
President's Report  
Executive Director's Report

Dale is pleased to see that our PPP loan will be forgiven. Since the libraries applied for their own PPP loans, they will also seek forgiveness on their own.

**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 informed the board that Ed Miller has put in many hours working on the new Interim District Library designation. We have been evaluating how we will fulfill the functions of the district and if we should outsource any of the functions. The office is being rearranged to take on sorting as well as other jobs that must be done. It will be tight. We are looking to fill three new positions once the District agreement is ratified. Ed will be the full-time district consultant. The other positions are in interlibrary loan, materials sorting and a trainer. The trainer also manage collection development for our electronic collections. We will invest in more eResources with the remaining funds. There are more areas where we would like to grow services and resources if more money were available. We are hopeful that there will be an increase in state aid, which would also increase District funding. We have several budget drafts put together as we explore different service options. Acting Deputy Secretary, Sue Banks, has called our work "extraordinary". She believes that we will be providing a model for districts across the commonwealth. The goals are ratified agreement, a balanced budget, and positions created by June 15. Matt acknowledged that it can be difficult to hire people right now.

Dale asked about the status of our lease. High has reached out to Karla twice. Karla wanted more information before she spoke with High. Karla would like the board to consider all of the options for space in the future—leasing, buying, building. One consideration for a future location would be the impact of E-Rate funding, which is based on the economics of the school district where our office is housed.

Karla and Ed spoke with the focus group about the advisory council comprised of the library directors and board members. The directors were more comfortable with an arrangement where they attend the meetings alongside their board members. We would have a rotating schedule. It is truly an advisory council. It is not an oversight board. They will meet a minimum of three times a year. Someone from our board will need to be on the council as well. It does not have to be the board president.

COVID-19/CARES Act	Karla doesn't have much to report. She asked Ray if there will be any more Covid related money. Ray said that money coming in needs to be placed strategically for the long term. It is different than the CARES money. It is for infrastructure.
Millersville University PR Project	We have spent the past couple of months working with the Millersville University Marketing Capstone students, under the direction of Dr. Jennifer Wood. Mark Sandblade and Richard Carlos worked with the group dealing with eResources. Dale Hamby and Rhonda Allen worked with the students about services available with a library card. The students came up with some clever ideas—some we will consider implementing. Their earnestness and enthusiasm were admirable. Karla said that it was a good experience for the students, and they commented how much they learned about our libraries and their offerings. One suggestion made by the project was having MU students as interns to do the social media and other marketing for us and the libraries. One of the groups created a style guide that would provide consistency. The project was to provide plans for the System and member libraries that would benefit Lancaster County residents. Karla will share the student plan books once they are received.
Strategic Plan	We will address the strategic plan once we have the district underway. We also need a craft a new 5-year plan for the district, as the current one is expired. We will also plan the board training and retreat this fall. Sue Banks informed us that the Office of Commonwealth Libraries has contracted with a trainer to provide board training for Lancaster County as a part of the new district. The training will also be available for the LSLC Board.
Director's Council Report	3 Points from Directors to System Board – from April 9 Meeting <ol style="list-style-type: none"><li>1. There will be an upgrade to Sierra, our on April 28. Mostly back-end changes.</li><li>2. Anti-Racism Training is being offered. "Ending Institutional Racism in Libraries". Three sessions: April 14, May 19, June 16. Also, self-paced tutorials to do on your own.</li><li>3. Libraries are returning to in-person, outdoor programming in May/June. Summer reading will be primarily outdoors, with some virtual programming.</li></ol>
3-Point Summary to Directors' Council	The Board chose the following three points to include in the summary for reporting to the Directors' Council: <ol style="list-style-type: none"><li>1) Early drafts of the District negotiated agreement and its adjoining budget have been developed.</li><li>2) We look forward to some shared results from the Millersville capstone project.</li></ol>

3) Feedback given by OCL to the Governor's Advisory County about the District Center has been wholly positive.

Public Comment Stephanie Zimmerman thanked the organization for 16 ½ years. She was not looking for other employment, but this job was offered, and it was too good to pass up. Many thanks were given to Stephanie for her job well done.

Adjournment Elizabeth motioned to adjourn the meeting. Rhonda seconded. The meeting was adjourned at 7:21.

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

Next Meeting: Wednesday, June 16, 2021, 6:30 PM

Respectfully submitted,

Rhonda Allen,  
Secretary

Transcribed by  
Amanda Hatcher,  
Administrative Assistant