



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
June 16, 2021

Attendance:

Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Shel Osborn, Treasurer; Rhonda Allen, Secretary; Alexandra Barbush.

System Staff: Absent: Matthew Eberts; Dr. Jennifer Wood; Ray D'Agostino, Lancaster County Commissioner  
Karla Trout, Executive Director; Ed Miller, District Consultant/Special Services Manager; Jill Wagner, Youth Services Coordinator; Casey Leon-Durkee, Financial Coordinator; Amanda Hatcher, Administrative Assistant.

Guests: Elizabeth A. Flaherty

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 6:33 PM on Wednesday, June 16, 2021, via Zoom Video Conference. A quorum was present.

Dale announced that the County Commissioners met and nominated new appointees to our board. Alexandra Barbush and Dr. Jennifer Wood are both on the board effective today. Beth was commended for her service and for staying beyond her term to allow for her seat to be filled.

Stephanie Zimmerman's last day is June 23.

Mission Minute

Karla and Ed presented high points of the district negotiated agreement. They are pleased to report that it was ratified by all of the libraries. As of yesterday, OCL had received everything required and approved our agreement to be the Lancaster District Library for July 1, 2021 through June 30, 2022. They are extremely pleased with us.

Ed shared his screen to point out details in the budget. Our main objectives are 1) equity of access for Lancaster County residents regarding services and materials and 2) library development.

The district has four paid positions that include the District Services Manager/District Consultant, Sorter, Interlibrary Loan Clerk, and Trainer/Digital Resources Librarian. The District will be directed by the Administrator (Karla), and supported by all of the other departments of LSLC, as well. The District will provide the following:

- Delivery through Way Delivery and sorting. Materials will be brought to the system office and sorted for redelivery. In the first six months we will be calibrating how much we will need these services.
- ILL is currently in the budget as a full-time position. We will begin with this as a part time position. Any money we save will be used for eResources. The service is not currently heavily used. We hope to make it more accessible to patrons. We will be removing fees and altering policies.
- Trainer/digital resources librarian. The trainer will train and promote our digital resources as well as curate and maintain our OverDrive eBook collection.

Other details that Ed shared:

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LANCASTERLIBRARIES.ORG

- There is a chance that we will receive another increase in the state budget this year. If that comes to pass, we will invest in more eResources.
- We will participate with “chat with a librarian,” a 24/7 reference service.
- The district consultant and the district administrator will be responsible for library development. We are looking into board training. We are currently participating in equity and diversity training.
- The district appropriation:
  - 60% is tied up in salary.
  - Budget for the programs comes from the system. The system has been supporting the district all along and will continue to do so.
- Karla shared how we’ve rearranged the office to accommodate the new employees.
- Financial impact on the system - it isn’t zero but it won’t be much. We will have more reallocation of time than money. Karla and Casey perform many district duties without allocated money. Ed will be fully paid by the District for the first time.
- What is required of the districts is rather gray. Dale advocated for a separation of duties between system/district but understands that it can’t happen.
- The District advisory council – we’ve been in discussion with the District focus group on how to set this up. It must meet three times a year. The first meeting will be in August or September. It will be made up of directors, board members and a member of this board. The directors are not comfortable having the board member meet without them.

Ed has spent countless hours and was commended by Karla and the Board for his efforts to prepare to provide District services from LSLC.

Consent Agenda:  
Secretary’s Report  
Treasurer’s Report  
President’s Report  
Executive Director’s  
Report

Minutes of the May 2021 Regular Meeting  
Financial report for June

**Motion to Approve**

Ken motioned that consent agenda be approved as presented. Shel seconded. The consent agenda was approved as presented.

Discussion:  
District Library  
Center

All was covered above.

COVID-19/CARES  
Act

We’ve been in a lot of discussion with the libraries. Summer reading has kicked off and many programs will take place outdoors. Most of the libraries are grappling with the mask mandate. Last week we only had seven new cases of Covid in the county.

There will be some American Rescue Plan funds that come from the state. They will probably go directly to the libraries.

We did get the PPP loan forgiveness.

Future Meetings

Dale would like to propose an in-person board meeting in July. It will need to be somewhere other than the system office. We are hoping to be back in the board room in August but by September for sure. We’ve been exploring other options for the July meeting location.

Dale hopes to talk through some of the basics of being on a board. The state is putting together training for the library boards to help them understand what it means to be on a nonprofit board including regulations, laws, and common practices.

Dale also advocated using zoom meetings occasionally.

- Director's Council Report
- Here are the three points from June 4<sup>th</sup>:
1. Mark gave a detailed IT update – including how to watch out for ransomware.
  2. Summer Reading Program 2021 kicks off on Saturday, June 5. Karla and Jill were on ABC 27 News to promote this event.
  3. Discussion on masking – both staff and library patrons. Mandate lifted June 28. Some front-line staff still want to wear masks – up to each individual library.
- 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) District agreement was approved by the Office of Commonwealth Libraries
  - 2) New board members: Alexandra Barbush and Jennifer Wood - thanks to Beth for her time here
  - 3) Back to in-person board meetings next month
- Public Comment
- Beth – kudos to everyone on the hard work for the district library center and best of luck!
- Alexandra suggested a hybrid options zoom/in person. We have had members phone in in the past.
- Karla mentioned that tomorrow is the dedication of the new Adamstown Area Library. They will be fully open to the public for the first time since moving in.
- Dale mentioned looking for a new location for the system. In upcoming meetings we will discuss this further. Karla will meet with the realtors from High next Wednesday to discuss our current lease and a possible lease extension.
- Adjournment
- Alexandra motioned to adjourn the meeting. Rhonda seconded. The meeting was adjourned at 7:28.

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

Next Meeting: Thursday, July 22, 2021, 6:30 PM

Respectfully submitted,

Rhonda Allen,  
Secretary

Transcribed by  
Amanda Hatcher,  
Administrative Assistant