



Library System of Lancaster County
Minutes of the Board of Directors Meeting
July 22, 2021

Attendance:

Board Members: Dale Hamby, President; Rhonda Allen, Secretary; Alexandra Barbush; Matthew Eberts; Jennifer Woods; Ray D'Agostino, Lancaster County Commissioner.
Absent: Ken Kohlmaier, Vice President; Shel Osborn, Treasurer.
System Staff: Karla Trout, Executive Director; Ed Miller, District Consultant and District Services Manager; Mark Sandblade, Manager, Information Technology; Jill Wagner, Youth Services Coordinator; Casey Leon-Durkee, Financial Coordinator; Meredith Hendrix-Jackson, interim Bookmobile Coordinator; Amanda Hatcher, Administrative Assistant.
Guests: Deb Drury, Elizabethtown 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 6:31 PM on Thursday, July 22, 2021, at the S. Dale High Leadership Center. A quorum was present.

Mission Minute Dale mentioned the podcast that Karla participated in. She was interviewed by Joe Agati from Agati Furniture: <https://www.agati.com/blog/karlatrout/>.

Boards: We have new board members and want to put together an orientation for board members. Our primary responsibility is governance. Most of our libraries' boards are fund raising boards. We are a separate 501(c)3 organization, not part of the county government. We have a fiduciary responsibility for the health of this organization. This board hires an executive director who manages the operation. It is important to educate ourselves. Read the PA Library Code and the Regulations. Karla is here so we can ask her questions. We may not have the answers, but our job is to have the right questions. The Office of Commonwealth Libraries (OCL) is putting together training for all the boards in the county.

The board took a moment for everyone to introduce themselves.

Consent Agenda:

Secretary's Report Minutes of the June 2021 Regular Meeting
President's Report
Executive Director's Report
Report

Motion to Approve Matt motioned that consent agenda be approved as presented. Rhonda seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report Dale gave Shel's summary of the financial report for July. We are in solid shape. The system fiscal year is the calendar year. The district fiscal year is July 1 – June 30.

Alexandra motioned that treasurer's report be approved as presented. Rhonda seconded. The treasurer's report was approved as presented.

District Library Center	<p>Karla – we have begun service as the District Library. Karla explained what daily operations look like and who is filling the positions. We are still in the process of searching for a trainer. That person will train library staff and curate the OverDrive collection as well as assist with the “Chat with a Librarian” program.</p> <p>Ed addressed the fact that we are working to stand up the District Advisory Council (DAC). It is mandated by PA Library Code. The DAC will advise us on completing our mission: equity of service across the county and library development. The library directors expressed that they prefer to serve on the DAC alongside their board member rather than separately. The council will be comprised of the directors, a board member from each library, as well as District leadership, and a board member from our board. Ed will chair the DAC. The advisory council will meet via zoom three times a year, the District negotiation meeting will not be one of the three meetings, but will follow the Guidelines for Negotiating Agreements for District Library Center Services, as approved by the Governor’s Advisory Council on Library Development. Those guidelines spell out that negotiations are held between the District and the library directors, who may seek approval from their respective boards. Ray recommended that we start with the mission, then create a charter, and he offered to share sample charters from others organizations across the county as examples.</p> <p>Next month the system board will need to name the individual who will sit on the advisory council.</p>
Director’s Council Report	<p>Dale asked Deb to explain the role of the Directors’ Council (DC) representative. The DC meets seven times a year. Regular meetings are mandated in the PA Library Regulations <i>[22 PA Code § 141.24(c)(10): The system administrator and the heads of the participating units shall meet at least bi-monthly to consider system services and activities. [1981]]</i>. The directors created rolls of chair and vice chair with terms of six months. The vice chair attends the system board meeting. She will take a report back to DC. Following the DC meeting, she will report back to the system board.</p>
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) System Board returned to in person meetings2) Review of district services from the first three weeks3) Discussion about the makeup and charter of the District Advisory Council
Public Comment	<p>We are happy to be meeting in person.</p>
Adjournment	<p>Alexandra motioned to adjourn the meeting to executive session. Rhonda seconded. The meeting was adjourned at 7:33.</p>

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

Next Meeting: Wednesday, August 18, 2021, 6:30 PM

Respectfully submitted,

Rhonda Allen,
Secretary

Transcribed by
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Administrative Assistant