



Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 15, 2021

Attendance:

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

System Staff: Karla Trout, Executive Director; Ed Miller, District Consultant and District Services Manager; Mark Sandblade, Manager, Information Technology; Brenda Emerich, Cataloging/Acquisitions Manager; Jill Wagner, Youth Services Coordinator; Julie Zimmerman, Human Resources Generalist; Casey Leon-Durkee, Financial Coordinator; Meredith Hendrix-Jackson, interim Bookmobile Coordinator; Amanda Hatcher, Administrative Assistant.

Guests: Joyce Sands, Manheim Township Public Library, Mathew Burkhardt and Brian Groff, Trout CPA

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, September 15, 2021, via Zoom Video Conference. A quorum was present.

2020 Audit findings Trout CPA - Mathew Burkhardt and Brian Groff gave a presentation on their audit findings for 2020. It is their second year as our auditors. They presented highlights and standards updates. It was an independent auditor's report with an unmodified/clean opinion. They gave an overview of assets and liabilities, support and revenue – including state and county funding. Of our functional expenses, 86% goes to the mission. They gave a history of functional expenses, overall expenses and a history of total net assets. Matt explained their governance letter and management letter.

Alexandra asked for an explanation about the accrual of personnel time off. It represents the amount that is due to the employee because they have earned the time off and have not yet taken it. It is on the books as a liability. She also asked specifically about examples of a lack of segregation of duties.

Consent Agenda:

Secretary's Report
President's Report
Executive Director's Report
Minutes of the July 2021 Regular Meeting (No meeting in August)

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

Treasurer's Report Financial report for September. Shell said that all was going well. Most was covered in the audit review.

Motion to Approve Shel moved to accept the monthly treasurer's report. Ken seconded. The motion was approved as presented.

Motion to Approve

Shel moved to accept the financial statements from the audit. Alexandra seconded. The motion was approved as presented.

The board needs to approve an eGrants resolution in order to receive the American Recovery Plan (ARP) funds from the Office of Commonwealth Libraries. We need to be registered with the PA eGrants System and have an authorized electronic signer. Once adopted by the board, Casey will send out the resolution to Dale, Shel, and Rhonda to be signed in blue ink and returned.

Motion to Approve

Ken Motion to approve eGrants resolution with Karla as the authorized signer. Matt seconded. The motion was approved as presented.

Company Credit
Cards

An increase in our credit limit with our Member's First credit cards is needed. We also need to approve a list of credit card holders. The list and limit must be approved by the board due to banking regulations. Karla read a list of card holders and their limits. The cards are in the name of the holder. Cards are monitored and receipts are required. The organization pays the accounts monthly. There are many levels of oversight. The use of credit cards is needed so employees are not burdened with needing to put items on their personal accounts to be reimbursed.

Motion to Approve

Alexandra motioned to increase in cc limit to \$35,000 and approved the list of cardholders as presented. Rhonda seconded. The motion was approved as presented.

Karla took a moment to introduce Julie Zimmerman, our new human resources generalist. She is a deep well of experience. We are very pleased to have Julie join us.

2022 State Aid

We are preparing the annual state aid numbers. The libraries are flat funded this year. Our state aid formula is complicated. It is strongly based on performance numbers from year to year. Karla looked at what it would mean if we did or did not include 2020 numbers. All libraries were closed for the same time. She recommends including the 2020 numbers since all libraries encountered the same mandated closure. However, the libraries are not back to full capacity. Karla also recommended infusing between \$100,000 - \$150,000 of our reserve into the libraries so that they don't lose footing in 2022 and running those funds through the state funding formula. We would distribute the money in 2022 with the state aid distributed in January.

Ken inquired how that will affect 2023, would we continue to give the libraries money from our reserves? Karla is looking at this as a bridge as the libraries get their feet back under them. It would be a one-time disbursement. We have an opportunity to help them over a rough patch. We do not want them to struggle as we build reserve. We were prepared to distribute funds last year, but the CARES Act funds from the county allowed us to not do so. Alexandra agreed that libraries will be dealing with COVID repercussions for a while to come. It may be that we will consider doing something similar in the future. We've always had money set aside, and this is the time to use it. Our investments have done well. Our purpose for existing is to support the libraries to serve the people of Lancaster County. Dale is very supportive of this idea. We have a six-month operating reserve for the LSLC. While we will need some money to move locations in the future, it will provide some of the excess that we don't need for that purpose and will be a positive point to present to the county.

Ken motioned to approve the extra \$150,000. Rhonda seconded. The motion was approved as presented.

Motion to Approve

District Library
Center

It is going well. Dale and Karla presented an update at the last Governor’s Advisory Council (GAC) meeting. GAC Chair, Mary Garm, expressed appreciation of the job we’ve done. We’ve created a process model that can be replicated across the state. The District Advisory Council (DAC) charter was one of the deliverables shared with the GAC. It was created based on the samples provided by Commissioner Ray D’Agostino.

The District Advisory Council charter was included in the board mailing. It was created to set out clearly and concretely what the council will do. The first meeting will be September 30.

Each library gets one vote. Dale asked if the system gets a vote. Karla explained since it is an advisory council, not a governing board, that votes in the council would be sent to the LSLC board for the board’s consideration, so it is not necessary for the system to have a vote at the DAC. Their role is in making recommendations about the future services of District for LSLC to consider.

Questions arose about the number of participants on the DAC, based on how the charter is written. It currently states, “at least 9 members” which is sufficient wording to allow for flexibility. We anticipate that it will be 30 people to begin with. Jennifer inquired if there should be a maximum. Karla explained that each library can bring as many people as they want but each library will only get one vote. Karla encouraged libraries to name a board member representative and an alternate to serve alongside their director.

Karla said that we will try to keep it to items in the district budget and the district agreement. This is a specific type of communication avenue but not the only one.

A statement as to when the document will be reviewed needs to be added. Every other year is frequent enough – biannually. Jennifer asked about removing members if they do not attend. A term/membership is not addressed. It may be a point to address in a later update. Karla stated that we need the library represented at every meeting. We put that statement in for the rotation model.

Director’s Council
Report

None. Deb Drury, director representative from Directors Council, was unable to attend the meeting.

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 2020 LSLC audit was presented by Trout CPA. The board was pleased that it was a very clean audit.
- 2) The 2022 State Aid distribution was approved by the LSLC Board including the 2020 library statistical data in the calculation. At Karla’s request, the system Board allocated an additional \$150,000 of LSLC funds to the libraries for 2022, to be distributed using the State Aid formula.
- 3) The hearing for our budget request to the county commissioners is October 5th at 2 pm at the County Government Building.

Public Comment

None

- Adjournment Jennifer motioned to adjourn the meeting. Alexandra seconded. The meeting was adjourned at 7:51 to executive session.
- Recall to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was re-called to order by President Hamby at 8:12 PM on Wednesday, September 15, 2021, via Zoom Video Conference. A quorum was present.
- Salary Adjustment Jennifer made a motion to adjust the Executive Director's salary for additional duty pay for the duration of LSLC's service as the Lancaster Library District. Alexandra seconded the motion. The motion was approved as presented.
- Re-Adjournment Dale will communicate the details of the salary adjustment to HR in writing. The meeting was adjourned a second time at 8:17 pm.

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

Next Meeting: Wednesday, October 20, 2021, 6:30 PM

Respectfully submitted,

Rhonda Allen,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant