



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

Attendance:

Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Shel Osborn, Treasurer; Rhonda Allen, Secretary; Alexandra Barbush; Matthew Eberts; Jennifer Woods; 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 Trone, Financial Coordinator; Meredith Hendrix-Jackson, interim Bookmobile Coordinator; Amanda Hatcher, Administrative Assistant.

Guests: Deb Drury, Elizabethtown Public Library; Lissa Holland, Lancaster Public Library; Aaron Sherman, Jamie Hall

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 6:30 PM on Wednesday, November 17, 2021, at the Library System office and online via zoom/OWL. A quorum was present.

Consent Agenda:
Secretary's Report Minutes of the October 2021 Regular Meeting
President's Report
Executive Director's Report

Motion to Approve Shel motioned that consent agenda be approved as presented. Jennifer seconded. The consent agenda was approved as presented.

Lancaster Public Library Building Project Lissa Holland, director of Lancaster Public Library and Aaron Sherman, President of the LPL board introduced their building project. They are still in the planning stages. We, the system, have a responsibility to approve their plan according to state law. Jamie Hall, director of donor relations for LPL, gave a presentation. Their current building was built in the 1950s but was not well maintained. Lancaster Parking Authority invited LPL to build and be the anchor of the building. They will occupy the first two floors. LPL can occupy the space for 99 years, rent free. They investigated updating their current location, but it was not cost effective. LPL aspires to be a community hub. They aspire for it to be an open, flexible space. Jamie gave detailed descriptions of different areas of the library. LPL is looking forward to going public with the fundraising campaign with hopes of beginning construction in March 2022. They have sold their current building.

Lissa contributed to the presentation. She gave further details in the blueprints. They are planning on shelving on wheels. Lissa explained some of the outdoor details. They have planned the new building with the same number of OPEC machines, self-check outs and other related hardware. Lissa would like for the System IT to transport the computers. They will not be able to open until Ewell plaza is complete.

Dale asked when the detailed plans will be done. Lissa said that they are done. LPL shares the same architect with the parking authority. They've had a consultant from the beginning and have applied for many grants.

Construction should be underway in March. The parking deck should be done in December. With a 10-month expectation of construction time. They are not closing on their current location until they are ready to move.

Treasurer's Report Everything is straightforward. We received payment for the district consultant. Shel moved to accept the statement of activities as shown. Rhonda seconded. Motion passed.

Motion to Approve

2022 Budget Shel explained details of the system budget. The district costs are separate. Most items are similar to prior years. Salary increases and IT increases are the exceptions. The budget difference worksheet answered many questions. If the "ask" from the county does not come through, (the ask was for very specific items) those things will be removed. They are not operational. The increase from the first draft to the final draft was due to a grant that has been received.

Motion to Approve Shell proposed to accept the budget, Alexandra seconded. Motion passed. Budget stands approved.

Sustainable Library Funding Libraries are struggling to make ends meet. They fundraise about half of their operational expenses. Inflation will eat away at the libraries ability to do business. The state believes that the libraries should be funded locally. One thing that could be done is pass a library tax for which there is a provision in the state code. In two- or three-years inflation will impede business. The system does not do fundraising because it impedes the libraries' ability to raise funds. Matt wondered what the experts think that libraries will look like in 20 – 30 years. Past projections have been incorrect. Libraries house less materials, but the spaces are needed. Millennials flock to the libraries because it is where they can access the internet. Public libraries in the US pre-pandemic use was at an all time high.

Deb referred to a previous referendum. Hopefully many lessons were learned. A dedicated library tax was successful.

Alexandra shared some of her experiences in a public library. Libraries are one of the few public spaces where you don't have to pay any money.

Deb encouraged everyone not to forget that we are the defenders of freedom of information.

Dale wants to start the conversation.

Shel gave a few details after a quick google search. The tax must get on the ballot, and it has to be voted on. The whole county must be won. The other way is that it is appropriated by the county commissioners.

By-laws Committee Matt recommended changing some of the language in the by-laws, i.e., budget posted online, conference call vs. virtual meeting. Compliant with public library code.

Question – do we need anything in the short term about the district library and if it becomes permanent. -No. By-laws reflect who we are as an organization. Our operations as the

district shouldn't influence the by-laws. We do have an accounting manual. It changes as we change processes and procedures.

Branding

Jennifer informed the board that they've had several "process" meetings. They will be presenting at the DC meeting looking for what a "win" looks like. They are seeking to brand digital sources as opposed to just "eResources".

District Library
Center

We are happy to announce that we have hired Kerri Milliken as our new Training and Digital Content Librarian. She will join us on December 13th. Kerri comes to us from the Dauphin County Library System where she has been working in a similar role since 2018. Kerri has an MLS from Drexel University as well as training in education. We are excited about her organizational and training talents as well as her vision for helping libraries and staff meet their education and training goals. She has created statewide training and worked with the GAC. She is the final piece in the district staff.

As the district, we are learning lessons. Our crate sorter was on vacation, and we are learning that we need some backup.

There are some ARP funds coming from the state and we need to figure out the best way to use them.

Continuing "chat with a librarian" and the ILL processes are going well. Our goal is delivering good service, reinforcing that this is a job that we can do.

We have now been asked to give an update at every upcoming GAC meeting. The eyes of the state are on us. We have not heard that they will be making any announcements concerning us. Sue is stepping away from her role and Sue??? will be taking her place.

LSLC 2021 Library
Standards
Waiver Request

Each year we must submit a plan for state aid that we receive. They have streamlined the process. We also must submit any waivers. Potential waivers include hours open, collection development consisting of 12% of budget, staff continuing education and staffing numbers. The waivers we will seek this year will be for 2021. As a system we would need to apply for a waiver for hours the bookmobile has not been open to the public. The minimum hours are 20 hrs./week. Due to the pandemic, the population hasn't been open to us. As a district library, we should be open to the public for 65 hours and since we aren't a library, we are not open. We should apply for a waiver for collections. We have less buying power and cost are going up. The waiver would be for all the libraries together. The 12% includes books, ebooks, ILS cost and cost for wide area network. The system itself spends close to 18% and in the past that has made up the shortfall from the libraries. No harm in applying for a waiver that we don't end up needing.

Motion to Approve

Matt motioned to approve the waivers. Shell seconded. Motion passed.

Director's Council
Report

The director's council has not meet since the last board meeting. Sustainable funding is definitely on the minds of member libraries.

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 2022 budget was passed with a few questions about "what ifs" related to county funding.
2. Jennifer Wood updated the board about the branding committee for digital services/content.
3. LPL presented where they are with their construction planning and building project. They will be presenting again in the future, at which point the board will need to approve or decline to approve the work as per commonwealth code.

Public Comment

Alexandra sought clarification about the comment that LPL is not required by the state to get our approval, but we are required to give approval. In the state library code it is clear that systems are required to ??? They do need our approval. It was a matter of semantics. They have their plan. Would we really disapprove? If we didn't approve it, it could impact their ability to get state aid. They have a rough plan, not a detailed plan. The detailed plans will not be completed until March. Technical plans that a builder could use are not done. There are things that we pay for on behalf of the libraries, i.e., if they need to double the number of wireless access points, it will cost us. We need to understand so that we can minimize impact at the system while enabling them to serve the public. When we met with LPL a couple of weeks ago, they met for over two hours. They will come again in January or February and present a final budget. We are involved in their process and are watching. They need to provide adequate library service. They are our largest library serving 40% of the county. We don't want them to fail. They asked us to sign our names to a keystone grant and we wanted to make sure we knew what they were asking.

Adjournment

The meeting was adjourned to executive session at 8:03.
Reconvened after executive session at 8:10.

Motion to Approve

Presented a motion to approve an end of year distribution package for the staff to include the executive director. Ken motioned to approve. Matt seconded. Motioned carried.

Shel motioned to adjourn the meeting. Jennifer seconded. The meeting adjourned at 8:12.

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

Next Meeting: Wednesday, December 15, 2021, 6:30 PM

Respectfully submitted,

Rhonda Allen,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant