



Library System of Lancaster County
Minutes of the Board of Directors Meeting
January 19, 2022

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; Brenda Emerich, Cataloging/Acquisitions Manager; Jill Wagner, Youth Services Coordinator; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Kerri Milliken, Training and Digital Resources Librarian; 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 6:39 PM on Wednesday, January 19, 2022, via Zoom Video Conference. A quorum was present.

Mission Minute The primary purpose of the District Center is to promote and ensure equity of access to library services for the residents of the Lancaster District and to promote the development and growth of public libraries. We have always considered training of staff, directors and boards to be one of the primary strategies we will employ to promote library development. Whether it is for basic competencies, strategic planning or the personal interests of library employees and volunteers, we feel that investing in training will improve our libraries and in turn improve services we provide to the community. Ed told the board about Kerri's qualifications.

Kerri spoke to the stress of a front-line library staff person. She will be addressing the culture of learning in libraries which includes:

- Trying new things
- Personalized training for individuals and organizations
- Rewards
- Inclusive
- Collaborative
- Reflective
- Thoughtfully designed

The result will be that they can in turn educate their patrons. She is looking forward to collaborating with both the system and the libraries.

Consent Agenda:
Secretary's Report

Minutes of the November 2021 Regular Meeting

The minutes were approved with the following correction:
"Deb referred to a previous referendum. Hopefully many lessons were learned. A dedicated

library tax was successful." It should read, "Deb referred to a previous referendum. Hopefully many lessons were learned. The referendum for a dedicated library tax was not successful. "

President's Report
Executive Director's
Report

In regard to the county budget request, Karla intends to continue asking for increased funding in future years, as appropriate. Ray said that the commissioners will continue to support the libraries and noted that they did increase the amount of funding to the library system. It is a tight budget year. They are trying to find ways to manage their budgets. They are committed to providing funding. They are looking for ways to increase revenue.

Dale appreciates the offer from LPL to do the walk through for the new construction of Lancaster Public Library. Dale asked Mark if he had any more communication from LPL regarding the items that will impact LSLC IT. Mark replied that LPL's team is working on the design so that they can get to real estimates. We have not received estimates on the cost of work that will impact the LSLC budget at this time.

Motion to Approve

Alexandra motioned that consent agenda be approved as presented. Jennifer seconded. The consent agenda was approved with the amendment to the minutes.

Discussion:

Treasurer's Report

In the absence of Shel and Ken, we tabled the financial report for January to next meeting.

Supplemental
Library Funding

We need to be seeking ways to help the libraries increase their funding. Dale asked the board members to go to their local library and ask them what their financial needs are.

Deb recommended a poll to gather information from the libraries.

Branding

Deb ran a discussion at the Dec 3rd director's council. The committee will discuss again on January 21. In the discussion at the director's council, there was confusion between brand and platform. They would like to have distinction between libraries and clarity that they are not branches. Mark will be joining the meeting on the 21st.

By-laws Committee

Matt gave a synopsis. The committee made a motion to make the following three amendments to the LSLC By-laws:

1) Remove requirements to post budget on website

Article I

Name, Fiscal Year, Records

Records
Copies of approved Board minutes, financial reports and annual budgets shall be posted on the Lancaster County Library's website, www.lancasterlibraries.org.

2) Change "conference call" to "virtual" for remote meetings

Article V

Board of Directors Meeting

Meeting
Participation

Under circumstances where a Board member is unable to attend, he c may participate through a conference call, which shall constitute atter for purposes of establishing a quorum.

- 3) Change the rule that when appointed outside of a term to fill into the board that an appointment of less than 18 months doesn't constitute a term but over 18 months does. This is increased from the 1 year since the appointment process seems to be taking longer.

Article IV

Board of Directors

Term

The term of office is three years and shall begin immediately after the Meeting.

A Director shall serve no more than two consecutive three-year terms. Directors shall serve until their successors take office. A Director who is no longer eligible to serve because he or she has served two consecutive terms shall be eligible to serve again once he or she has been off the Board for at least one year.

If filling an unexpired term of one year or less, the first term will not begin at the next annual meeting. However, if the unexpired term is for more than one year, that Director will be considered as serving a full first term.

Motions to amend the By-laws must be made during a board meeting, and said motion may then be voted on at a board meeting no less than 30 days after the motion has been made.

District Library
Center

Kerri Milliken has joined our team as our new Training and Digital Resources Librarian.

Karla and Ed spoke with acting deputy secretary Sue Banks about the interim nature of the district. Sue indicated that she has the authority to move forward with naming us the district on an ongoing basis and said that she would begin the process to make that change. She also said she would seek out the "blessing" of the Governor's Advisory Council on Library Development (GAC) on the change. Sue said that the GAC has been pleased with the work we have done as the interim district.

The Office of Commonwealth Libraries has budgeted funds in 2022 for board training retreats for LSLC and each member library. They are bringing in a professional trainer. It is a basic training about what it means to be on a nonprofit board. The trainer will be reaching out to the libraries to see what kind of training that they need. It will be customized. Strong boards will make our libraries more successful.

Director's Council
Report

As there was not a director's council this month, Deb did not present points for the board. It is her last month as our liaison. She did mention that at the last director's council there was a conversation about the branding. The three points from our board were sent out to the directors after our last 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. Kerri Milliken is our new district Training and Digital Resources Librarian. She gave an overview on her thoughts on what it means to have a culture of learning.
2. Three edits are being made to the system bylaws including updating language related to changes in technology - from conference call to virtual meeting. Also, they are not posting the budget online and are changing the qualifications of a board member completing a term from twelve months to 50% of the term, 18 months. They would

like to serve as an example for other boards to review their bylaws and make sure they are current and being followed.

3. The Office of Commonwealth Libraries have budgeted LSTA funds to provide for board training in for each member library board and the LSLC board. It is planned as a board retreat which will include listening to the diverse needs of different boards so that training is relevant to boards with all different needs.

Public Comment none

Adjournment Alexandra motioned to adjourn the meeting. Rhonda seconded. The meeting was adjourned at 7:24 to executive session.

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

Next Meeting: Wednesday, February 16, 2022, 6:30 PM

Respectfully submitted,

Rhonda Allen,
Secretary

Transcribed by
Amanda Hatcher,
Administrative Assistant