



Library System of Lancaster County
Minutes of the Board of Directors Meeting
March 16, 2022

Attendance:

Board Members: Dale Hamby, President; Ken Kohlmaier, Vice President; Shel Osborn, Treasurer; Alexandra Barbush; Matthew Eberts; Jennifer Wood.
Absent: Rhonda Allen, Secretary; 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; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Meredith Hendrix-Jackson, interim Bookmobile Coordinator; Amanda Hatcher, Administrative Assistant, Kerri Milliken, Training and Digital Resources Librarian
Guests: Penny Talbert, Ephrata 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 Wednesday, March 16, 2022, via Zoom Video Conference. A quorum was present.

Consent Agenda:

Secretary's Report Due to the absence of Rhonda, we will not vote on the minutes of the February 2022 Regular Meeting. Shell will take responsibility for tonight's minutes.
President's Report We are still looking for a board member, hopefully someone with a financial background.
Executive Director's Report Ken asked Karla about how the investments are doing, considering world events. Our financial advisors have reached out to us and scheduled a meeting.

Lancaster Public Library has an opportunity for the board to do a walkthrough of their new facility. We will try to plan it for Friday April 29.

Dale informed everyone that there is a course on Board Governance coming up soon. It is next Thursday, March 24, 4-6 pm. It is a good primer that will prepare you for the board retreat.

Manheim Community is preparing for their new facility. The library service area is half Rapho Township and half Manheim Borough.

Treasurer's Report Financial report for March - The ARPA grant was approved.

The financial position is our balance sheet. All look in good condition. These reports will be provided to the board on a quarterly basis going forward.

Motion to Approve Shel motioned to accept the treasurer's report. Ken seconded. Motion passed.

2021 Auditor Selection We had three responses for our RFP for auditors. Shel recommended Ross, Buehler, Falk. It was noted that one of their senior members is on the board of LPL, but that is not seen as a conflict. Ross, Buehler, Falk has strengths in nonprofit work. The audit will be completed before the September board meeting so that we can submit to the Office of Commonwealth Libraries prior to the October 1 deadline.

Shel motioned to accept Ross, Buehler, Falk as our auditors for a three-year contract. Alexandra seconded. All approved.

Motion to Approve

2022-23 Slate of Officers

Next month we vote on a slate of new officers by secret ballot. All officers serve for two-year terms. Our Secretary and Treasurer are one year in. The President and Vice President are up for election. Alexandra and Matt have expressed an interest in Vice President. At this point Dale is the only candidate for President. Dale expects to be reappointed for another three-year term.

By-laws Committee

As a refresher, a motion was made to modernize the by-laws to:

- capture virtual meetings as opposed to conference calls
- remove the requirement to post the budget on the website
- change the rules about mid cycle board appointments.

Motion to Approve

The motion was made last month and Rhonda seconded it. The motion carried.

We will make the amendments and post them online.

Branding

Jennifer has reviewed the comments from the director's council. Kerri created diagrams and visuals to assist in the discussion. They will continue with meetings and discussions.

Jennifer asked, "when you think of online resources, what kind of symbols come to your minds?" Shel answered, "owls". Alexandra answered, "book with a magnifying glass". Dale said, "something with an "E" or electricity". Matt agreed with Dale.

Jennifer asked if any name comes to mind? Shel answered, "esources". Matt suggested "virtual library".

Discussion ensued including Owls. Meredith offered ideas around "books are just the beginning", "beyond books".

District Library Center

Things are progressing nicely. We have signed a contract for an equity, diversity, and inclusion tool from Baker and Taylor. It is a yearlong subscription. We can upload our entire catalog four times over the next year, and it will inform us what titles and how many fall into these special categories and highlight areas where purchases would be beneficial.

Ed stated that the total American Rescue Plan grant was for \$145,000. Of that, \$45,000 is allocated for ebooks and eaudiobooks that met EDI criteria. The remainder will go to the libraries to purchase other EDI materials. We pulled data to look at what had been purchased since the beginning of the grant cycle for which the libraries could be reimbursed. Funds were divided according to our state aid funding formula. We have until August 30th to complete the spending for the grant. Because of supply issues, we hope to finish the ordering by the end of May.

A third part of the grant is a 10% administrative cost that comes to the library system. The bulk of it will go to the processing of the purchased materials. The remainder will help pay for the EDI tool.

The EDI tool looks at subject headings, ISBN, and a database of titles. We may be able to augment subject headings of titles already in our catalog to include appropriate subject headings.

We have not yet heard from OCL as to whether we will be the permanent district center. The last GAC meeting before our year is done is in April. We would like to see it wrapped up before our year is up. Karla will follow up with Interim Deputy Secretary Sue Banks.

**LSLC/Lancaster
District
Comprehensive
Plan & Service Area
Study**

Karla has drafted an RFP and sent it to Dale so that we can begin the process of finding a consultant. Our existing strategic plan expired at the end of 2021. Once Dale has reviewed the RFP, Karla will send it to the rest of the Board.

**Director's Council
Report**

They didn't meet this month.

**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) Changed the by-laws
- 2) Chose new auditors
- 3) Dei tool from Baker and Taylor

Public Comment

Dale publicly recognized Amanda before she leaves.

Adjournment

Matt motioned to adjourn the meeting. Jennifer seconded. The meeting was adjourned at 7:27.

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

Next Meeting: Wednesday, April 20, 2022, 6:30 PM
LSLC Offices, 1866 Colonial Village Ln, Suite 107, Lancaster

Respectfully submitted,

Shel Osborn
Treasurer

Transcribed by
Amanda Hatcher,
Administrative Assistant