



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

Attendance:

Board Dale Hamby, President; Shel Osborn, Treasurer; Alexandra Barbush, Secretary; Rob Morgan.  
Members: Absent: Jennifer Wood, Ray D'Agostino, Matthew Eberts, Ken Kohlmaier.  
System Staff: Karla Trout, Executive Director; Ed Miller, District Consultant and District Services Manager; Brenda Emerich, Cataloging/Acquisitions Manager; George Matthew, Youth Services and Outreach Manager; Julie Zimmerman, Human Resources; Meredith Hendrix-Jackson, Bookmobile Coordinator; Sydney Dieffenbach, Financial and Administrative Assistant; Kerri Milliken, Training and Digital Resources Librarian.  
Guests: Penny Talbert, EPH.

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, August 17<sup>th</sup>, 2022, in the Board Room. A quorum was present.

Consent Agenda:

Secretary's Report No changes were made to the minutes for June.

President's Report

No questions were raised on the report. Dale wanted to emphasize the action steps from the retreat. Alexandra said she would take the lead on the ambassador aspect. Dale also mentioned the PALA meeting in October that he recommends board members to go to.

Dale brought up wanting a sponsor for the Be READY Rover which would need around seventy-five thousand a year to cover all its expenses. There can be more than one sponsor. Recently, the Rover has been covered by grants but will run out by the end of this year. Karla wants to find a steadier stream of income for the Rover to replace having to continue writing grants. Corporate sponsors would provide that steady stream. This would allow us to hire a full-time employee. Currently Mary Benson is working with George Matthew on the Rover, but she is not able to be a full-time employee the way that it needs. Karla would want the sponsor to commit at least five years.

Dale wants to start holding the board meetings at the libraries which gives the board a chance to get to see the libraries and meet more library employees. This would be a two-year plan where the board would go to seven libraries a year. Penny states that directors would like this, and the only issue would be the space in libraries. This will be a formalized process with a schedule to help get to know the libraries as well as the directors. During these meetings, Dale would like the board members to be in person, not over Zoom. Karla said that System employees would also be able to go in person. Dale also suggests going to the library's individual board meetings to get a better idea of knowing what is going on. Penny said to contact the directors before going to their meetings. There are discussions to hold the September board meeting at a member library.

Executive Director's Report	Karla went to the CCAP conference and got in contact with a lot of county commissioners, but does not believe that she would want to do it again based on the way that CCAP ran the conference.
<b>Motion to Approve</b>	Shel motioned that consent agenda be approved as presented. Alexandra seconded. The consent agenda was approved as presented.
Treasurer's Report	Shel asked if there were any questions on the financial reports for July and August. Shel reported there are not a lot of notable changes. We got our first audit report and there were a few changes that needed to be made to make the report easier to understand. Karla mentioned that in September the auditors wanted to present to the board. Shel moved to approve the report and Rob seconded. The report stands approved.
Review of the LSLC Board Retreat by OCL	The board members present thought that the board retreat was a useful tool for the board. Alexandra liked that it helped her understand her roles better and how each person saw their role within the board. Shel liked that it was such an involved process. Penny liked her board retreat, and it motivated them to start helping with fundraising. She said the directors found the retreats useful for their boards as well.
District Library Center	Karla mentioned that there was a seventeen percent increase in the funding for the district. This required a renegotiation with the libraries which was approved by the state. Payment should be received by the end of the month. Karla talked about a large increase in the cost of delivery which was taking into consideration during renegotiations. The increase also allowed for the integration of Flipster for the libraries which offers eMagazines for patrons. Currently the directors are choosing which magazines to subscribe to. The app is used with a patron's library card. Another addition will be the service Language Line which offers live translation over the phone. Ed mentioned that they are getting ready to roll out a learning management system which will offer training for library staff. This could also include board training in the future. Kerri states that library staff will be able to create their own courses once the program is implemented.
Branding	Ed mentioned the due date for the RFI is on August 19th which will lead to some interviews of companies. Ed plans that by the end of September there should be a contract and by the end of the year the branding will be set in place. Ed mentioned that the timing for all these programs is challenging because of the different timelines but once everything starts moving it should be able to move forward quickly.
LSLC/Lancaster District Comprehensive Plan and Service Area Study	Karla got no responses from the RFP, so she reached out to a few companies in the area which stated that the project was too big for them. North Group was recommended because they could handle the size of the project. This morning Karla had a meeting with North Group. The next step is a meeting between Karla, Dale, and North Group, which is scheduled for the end of August to help them figure out what exactly they want. There should be a formal proposal by the next meeting. North Group doesn't specialize in data mining, but Karla is not worried because there are several other resources that are available to make up for this. Karla looks forward to what this plan can do for the county as well as the individual libraries to improve our service to patrons in a more equitable way.
Director's Council Report	"3 Points" from the last DC Meeting <ol style="list-style-type: none"><li>1. The renegotiation of the District Budget</li><li>2. Lowering the age limit on library cards</li><li>3. Adopting a welcome card across the county</li></ol>

- 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 auditors are presenting the audit at the September meeting
  2. The branding RFI
  3. The comprehensive plan is moving forward by next month
- Public Comment      None
- Alexandra asked about the DEI charts and what the percentages mean. Ed said that the percentages look at the totals of our physical and digital collections and what is considered as DEI. The disparities between digital and physical is there because there are more physical books than digital. Dale asked about whether this was a good sign or not. Karla said to compare it to what percentage of patrons fit within those DEI requirements to see if it measures up to the population. Based on the averages from the DEI, the system is below average, but this report will be done quarterly to see how it changes as more books are acquired.
- Adjournment      Alexandra motioned to adjourn the meeting. Rob seconded. The meeting was adjourned at 7:37.

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

Next Meeting: Wednesday, September 21, 2022, 6:30 PM

Respectfully submitted,

Alexandra Barbush, Secretary

Transcribed by  
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Administrative and Financial Assistant