



Library System of Lancaster County
Minutes of the Board of Directors Meeting
October 19th, 2022
Via Zoom

Attendance:

Board Members: Dale Hamby, President; Matthew Eberts, Vice President; Shel Osborn, Treasurer; Alexandra Barbush, Secretary; Rob Morgan; Jennifer Wood; Ray D'Agostino, Lancaster County Commissioner.

Absent:

System Staff: Karla Trout, Executive Director; Ed Miller, District Consultant and District Services Manager; Mark Sandblade, Manager, Information Technology; George Matthew, Youth Services Coordinator; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Sydney Dieffenbach, Administrative and Financial Assistant; Kerri Milliken, Training and Digital Resources Librarian.

Guests: Penny Talbert

Mission Minute: Kerri opened by talking about what the SharePoint site looks like. She went over where the different documents will be featured as well as a calendar that shows when and where the meetings are. Board members will need to create their own Microsoft email accounts to gain access to the site. Kerri will reach out to board members to help set up their accounts. If members have Microsoft addresses already, they can use those. The site will also feature past board information. The board roster was sent out for members to review and update if necessary; it will be uploaded to the site after these updates. The SharePoint site was made to ensure that there is one place for all the board information. Any suggestions can also be given to Kerri to make it more user friendly.

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, October 19th, 2022, via Zoom. A quorum was present.

Consent Agenda:

Secretary's Report

Minutes of the September 2022 Regular Meeting, there were no updates to the minutes.

President's Report

No questions on the report.

Executive Director's Report

Alexandra mentioned that she was unable to use the link for the branding and WAFL sites. These links will be sent out separately as well as added to the SharePoint site. Karla congratulated Dale on his appointment to the GAC. His term will be for three years. Karla also thanked the Commissioner D'Agostino for supporting our ARPA application and thanked the commissioners for approving it. Karla got a call from LNP, who reached out about voter registration forms in libraries. We received a shipment of those forms which will be sent out and should be in the hands of the libraries by the end of this week. This means that we will be in full compliance to the Governor's Executive order. There are also advertising sliders that can be added to the library's websites. Jennifer mentioned that voter application forms are due on the 24th but are good to have for next election if they do not get used all this time.

The Department of State is going to expand renewing passports online, which means that libraries may see a decrease in revenue. Penny mentioned that so far it is only on renewals,

which libraries don't make any money from. Since this announcement there has been an increase in patrons wanting their pictures sent digitally from the libraries, which has Penny says they have had to adapt to that change in demand.

Motion to Approve Rob moved for consent agenda be approved as presented. Jennifer seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report Shel said there were not a lot of changes from last month. There were no questions raised.

Motion to Approve Shel moved to approve the Treasurer's report. Rob seconded. Report approved.

2023 Budget Draft Shel presented the 2023 budget. She reminded everyone that this budget is only for LSLC, not the district which works on a different fiscal year. The budget is based on the current ask to the commissioners. She went over the changes that were being made in each section.

Alexandra asked why we would budget for money that we are not certain we are getting. Dale replied that our request is based on what we need so we need to plan a budget that meets those needs. Moreover, the budget needs to be approved before we know what our county funding is going to be, so we plan based on what we ask to ensure that there is a set budget for the future. If we need to, the budget can be amended in the future to fit what funding we receive.

Shel made a motion to approve the budget and Rob seconded. The budget was approved as presented.

LSLC Office Lease Renewal The building lease is expiring in November. The High lease extension for one year with the option for a second year was presented to the board for approval. It is the same working as last year's lease extension.

Jennifer made a motion to approve the lease extension through November 2023. Rob seconded. Motion carried.

Branding Jennifer gave an update on the Branding progress, including the October 7th Brandstorm session, which included representatives from almost every library. Taylor Brand Group has developed a list from the session of around twenty-five name options. There will be a meeting with them within the next week to narrow the name choices down to three for broader testing.

LSLC/Lancaster District Comprehensive Plan and Service Area Study Karla, Dale, and Joe Revelt, former Director of Institutional Research at Millersville University, met with Scott Standish, Director of the Lancaster County Planning Department, and his data analysis team, to begin talking about using the county's data as well as the system's data to determine what data is available and will be useful in the service area study. An LSLC team that will be created within the next week to gather the data that they request. Karla thanked Joe for bringing his expertise and enthusiasm for libraries to the project.

The other side of the project has not been progressing as much. Dale and Karla will be following up with North Group to further discuss their proposal for the project work.

District Library Center There were no significant updates. Kerri mentioned that Flipster has launched and is going well. Dale said that he likes the service so far and has suggestions for future subscriptions.

Dale also mentioned that he sent out an evolving districts report, which talked about the “Lancaster model” and how other libraries are looking at how we have our district set up as they approach their own district.

State-Funding
Related
Approvals

Ed presented the Plan and Application for State Aid for Board approval. There are two parts to the plan. The first part is internal, for the Bookmobile funding, which are going to be applied to staff costs. The rest of the plan outlines how the State Aid is distributed to the libraries. The board has previously approved the funds to be distributed according to our formula, but the plan as a whole needs to be approved. This plan is due November 4th.

Unlike in past years, there is not a direct waiver component to this plan, it will be a separate process going forward. The system has met all standards, so we do not need to apply for any waivers. Alexandra asked Ed about the reasons our libraries may need to apply for waivers. Ed responded that the biggest issue for the libraries is meeting hours standards, both during the week and on the weekend. There is currently only one library that needs to apply for a waiver for 2021. No further questions were raised.

Shel moved to approve the plan and Rob seconded. The motion passed.

The County Coordination Plan is for funding that must be used by LSLC to benefit of all the libraries. These funds are used for things like the Integrated Library System (ILS) software and licenses, and for Microsoft licenses. In the most recent Directors Council meeting, the libraries approved the plan. This year’s plan also includes funding for the new calendaring system, WIFI access points, and other IT administrative functions. No further questions were raised.

Director’s Council
Report

Three points from the last Director’s Council meeting:

1. Mark gave a presentation on E-Rate funds.
2. There was a discussion about Flipster and its implementation.
3. There is a new Library Calendar system being implemented.

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 2023 budget was approved.
2. Dale was appointed to the Governor’s Advisory Council on Library Development (GAC).
3. Part of the 2023 county budget request was to cover the audits for member libraries.

Public Comment
Adjournment

Rob motioned to adjourn the meeting. Jennifer seconded. The meeting was adjourned at 7:59 PM.

Respectfully submitted,

Alexandra Barbush,
Secretary

Transcribed by
Sydney Dieffenbach,
Administrative and Financial Assistant

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

Next Meeting: Wednesday, November 16th, 2022, 6:30 PM
at Ephrata Public Library, 550 S. Reading Road, Ephrata, PA