



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 16<sup>th</sup>, 2022  
At Ephrata Public Library

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; Brenda Emerich, Cataloging/Acquisitions Manager; George Matthew, Youth Services Coordinator; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Sydney Dieffenbach, 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 6:35 PM on Wednesday, November 16<sup>th</sup>, 2022, via Ephrata Public Library. A quorum was present.

Mission Minute Penny started the meeting by talking about the library. She welcomed all the board members and introduced some of the Ephrata board members present. She talked about the Talk-Tank that they have in the lobby which offers free counseling when the library is open. She also talked about how her budget must be raised by around two thirds to emphasize the budgeting issues that many member libraries are facing. She hopes that by attending these meetings the board members get a better understanding of the member libraries.

Consent Agenda:

Secretary's Report Minutes of the October 2022 Regular Meeting. No changes were made.

President's Report Alexandra asked about the letter that Dale got from Lancaster Public Library regarding funding. Dale did not include it in the board packet but will share it in the future. So far, he has only gotten two formal letters from member libraries regarding funding distribution, Lancaster Public Library and Manheim Township Public Library, the second of which had their letter included in the board packet. He has responded to both letters.

Executive Director's Report Karla talked about the meeting she had with the county commissioners about the ARPA grant. She said the meeting went well and she is hopeful that we will receive the ARPA grant. Dale asked Julie about exiting the PA unemployment tax. Karla stated that at the PALA conference she met with a stoploss insurance company, First Non-profit, that would take us out of the state unemployment plan so that we would be able to insure ourselves. She has sent in an application but has not seen any rates yet. This can only be done once a year so member libraries may have to wait until next year to apply. Alexandra asked about the DEI tool and if there was any follow-up from the libraires. Penny stated that she has been using the tool when looking at Ephrata's acquisitions. This tool was paid for with an ARPA grant and is too expensive for the system to get every year. It was used to give libraries an idea of how their collections measure up to underserved communities in the area to figure out how to better

serve them. Dale then recognized Casey Trone for her financial work and Ed Miller for his work on the District.

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

Discussion:

**Treasurer's Report** Financial report for November 2022. Shel stated that there was nothing big to report on. We got an EITC credit from Gible, Kraybill and Hess LLP Attorneys at Law. The finances for the month were standard. Shel moved to accept the Treasurer's report and Alexandra seconded. The Treasurer's Report was approved.

Karla asked for the board to allocate seventy-five thousand to of excess funds from the system budget to the member libraries. Shel motioned to distribute the excess funds to the libraries and Rob seconded. There will be a meeting to figure out how these funds will be allocated.

**Branding** Jennifer talked about the branding process. Taylor Brand Group brought 25 names in and four of the names were chosen. Currently, there is a survey being tested with a small number of the public with these four names to help figure out which option performs the best. There are not currently any logos, as they are focusing first on the word, the logo will come after. The goal is to have the surveys completed and a name chosen within the next three weeks. After that, the logo and rollout strategy will be figured out. Alexandra asked why we need the brand and how this brand will help people understand our online resources. The brand will be replacing the system's logo on our online resources to keep us from being in the forefront of patron's minds. This process is happening mainly to help focus on the resources and not promote the system as much. It will also make it easier for member libraries to promote the online resources as their own as well. This will hopefully bring in more people to use the resources. The goal is mainly to put the system in the background so that the member libraries and the online resources are what patrons see and connect with.

**LSLC/Lancaster District Comprehensive Plan and Service Area Study** Dale talked about how he and Karla had more meetings with North Group. The biggest issue they currently face is merging the data analysis with the strategy side of the study. Karla stated that North Group is looking to send out a proposal to us by Thanksgiving. Despite previously stating that they think the project is outside their abilities, after doing some internal consulting they believe that they are capable of what we need.

On the data side of the study, all data has been collected and sent to the County Planning Department which will be used along with census information to better draw out the service area. Dale mentioned that this is an important project because the funding formula includes the service areas. Jennifer asked Karla if she thinks North Group will be able to handle the data analysis, Karla stated that most of the data analysis will come from the County Planning Department which will be brought to North Group, who will lead us through leading through the decision-making process based on the data and how to bring it to the libraries.

Karla will bring North Group's proposal to the board and would like to have the board members present in the process. This process has taken a lot more time and has been harder than Karla originally thought but she is confident that after building the team of data analysts and the North Group, we will be able to move forward with the process.

**District Library Center** There was not a lot to report. Ed has started to work out the details of the upcoming challenge that we will be facing concerning deliveries. Ed talked to a logistics expert that stated we should send it out to bid. In-house processing would be complicated since we are not experts in logistics. There have not been a lot of developments regarding new office space. The county

is still in the process of figuring out if there is space for us to move into the county offices. Once we get the results from the county we will see if we need to look for a new space or can use the space in the county offices.

Director's Council Report	There was no meeting last month so there was nothing to report.
3-Point Summary to Directors' Council	The Board chose the following three points to include in the summary for reporting to the Directors' Council: <ol style="list-style-type: none"><li>1. Moving forward on data analysis</li><li>2. Seventy-five-thousand-dollar allocation to the libraries from the system</li><li>3. The branding survey has been sent out and is awaiting responses</li></ol>
Public Comment	Mike, the president of the Ephrata board, wanted to thank all the board members for coming to Ephrata. Dale asked if the members wanted to take December off and reconvene in January. Everyone agreed so there will be no December meeting. The January meeting will be at the system office and then the library visits will continue after that. Kerri asked about the board SharePoint. She will need feedback to help set up sites for the member libraires.
Adjournment	Alexandra moved to adjourn the meeting. Shel seconded. The meeting was adjourned at 7:20 pm.

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

Next Meeting: Wednesday, January 18th, 2023, 6:30 PM

Respectfully submitted,

Alexandra Barbush,  
Secretary

Transcribed by  
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Administrative and Financial Assistant