



Library System of Lancaster County
Minutes of the Board of Directors Meeting
April 19, 2023
At the Milanof-Schock Library

Attendance:

Board Members: Dale Hamby, President; Rob Morgan, Treasurer; Alexandra Barbush, Secretary; Jennifer Wood.

System Staff: Absent: Matthew Eberts, Vice President; Ray D'Agostino, Lancaster County Commissioner. Karla Trout, Executive Director; Ed Miller, District Consultant and District Services Manager; Brenda Emerich, Cataloging/Acquisitions Manager; George Matthew, Youth Services and Outreach Coordinator; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Finance and Administrative Assistant.

Guests: Lissa Holland, Lancaster Public Library; Joseph McIlhenney, Milanof-Schock Library, Steve Ulrich, Board President, Milanof-Schock Library, Joe Santacroce, Board Treasurer, Milanof-Schock 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 6:30PM on Wednesday, April 19th, at the Milanof-Schock Library. A quorum was present.

Mission Minute Joseph talked about the library, where he has worked as director for about two years, which started as a girl scout project and due to popularity became a public library in the sixties. In the nineties, the library had outgrown its smaller location and moved to its current location. About half of their budget is fulfilled through fundraising where their biggest fundraiser event is their end of summer party. Passport services also contribute a large part to their funding. The community room that the meeting was held in is in constant use for both children and adult programs.

Consent Agenda:

Secretary's Report Minutes of the March 2023 Regular Meeting. No changes were made.

President's Report No questions were raised. Dale talked about a PA Library Association (PaLA) meeting that he went to in which the rise of book challenges in school libraries was discussed. Dale mentioned that we have received a board member application.

Executive Director's Report Karla recommended that all board members take mandated reporting training, so they are aware of the legal responsibilities they have regarding mandated reporting. Although board members are not mandated reporters, since they supervise someone who works with children, board members should be aware of the requirements. There is free training available, and Kerri offered to help coordinate it for the Board through Totara.

Motion to Approve Alexandra moved that consent agenda be approved as presented. Rob seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report Financial report for March 2023. Rob moved to approve the treasurer's report and Alexandra seconded. The report was approved.

Update to Bank Account Authorized Signers	Rob explained that due to his new role as the treasurer we need to update our bank signature cards. Robert Morgan Rob moved to approve that he, Karla Trout, and Dale Hamby will be signers for our accounts at Member's 1 st Federal Credit Union, Mid Penn Bank, and Truist Bank, and that those three plus Brenda Emerich and Mark Sandblade be approved signers on our S&T Bank operating accounts. Jennifer seconded. The motion was approved.
Branding	The branding rollout has been placed on hold due to the new library calendar launch and LPL's move, but Ed is hopeful to be able to formally launch the new brand by the beginning of the school year.
LSLC/Lancaster District Comprehensive Plan and Service Area Study	Dale and Karla met with Kim Zablud and Tony Ross from Advancing with Purpose, along with Rose Long and John Hershey from Lancaster County Planning Department and several members of the LSLC staff. Tony will be working with the data to complete the service area study portion of the project. Karla met with Kim after this meeting and stated that Kim requested a list of the people that she will need to meet with to help get more context and input about the project. This will include LSLC managers, library directors, county commissioners, and others.
District Library Center: Approval of 2023-2024 District Personnel Budget	<p>Negotiations for next year's budget have begun. Delivery cost increases are the main challenge facing the district budget. Ed received a quote from our current delivery service that was over what was anticipated—more than double our current contract amount. Ed received a quote from another company that was lower, so he and Karla have been working through contracting with them.</p> <p>The board needs to approve the district personnel budget for the next fiscal year, which will run from July 2023 to June 2024. There has been cost of living increases for staff as well as the addition of a new part-time sorter. Rob moved to approve, and Alexandra seconded. The personnel budget was approved as presented.</p>
Update on Lancaster Public Library Move	<p>Karla reported that Comcast has installed the circuit successfully at the new location. Currently the circuit is running at both locations. All other technology will be moved and installed once the furniture is delivered, which should be happening next week.</p> <p>Lissa added that the lights had finally been delivered, which were delayed due to supply chain issues. The building will be painted this Saturday, cleaned on Sunday, and moving will commence on Tuesday. Other than the mishaps with the lighting, the move has been going smoothly.</p>
Director's Council Report	None.
3-Point Summary to Directors' Council	<p>The Board chose the following three points to include in the summary for reporting to the Directors' Council:</p> <ol style="list-style-type: none">1) Jennifer Wood's term is up on the Board, so there is a third opening on the board.2) District Personnel budget approved.3) Delivery contract looking optimistic.
Public Comment	
Adjournment	Rob moved to adjourn the meeting. Jennifer seconded. The meeting was adjourned at 7:51 pm.

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

Next Meeting: Wednesday, May 17, 2023, 6:30 PM at the
Mountville Branch of Lancaster Public Library

Respectfully submitted,

Alexandra Barbush,
Secretary

Transcribed by
Sydney Dieffenbach
Administrative and Financial Assistant