



Library System of Lancaster County
Minutes of the Board of Directors Meeting
September 20, 2023
Held at Elizabethtown Public Library

Attendance:

Board: Dale Hamby, President; Matthew Eberts, Vice President; Rob Morgan, Treasurer; Alexandra Godfrey, Secretary; Marianne Clay Strittmatter; Cody Diehl.
Members: Absent: 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; Casey Trone, Financial Coordinator; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Administrative Assistant.
Guests: Deb Drury, Director, Elizabethtown Public Library; Jeff Winterborn, Board Chair, Elizabethtown Public Library; Brandon Allen, Executive Assistant, Elizabethtown Public Library; Matthew J. Paul, Senior Accountant, Ross Buehler Falk and Company, LLC.

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 6:42 PM on Wednesday, September 20, 2023, at Elizabethtown Public Library. A quorum was present.

Mission Minute: Deb gave the board members a tour of the library. The library has a café as well as a bookstore to help raise operating funds. The coffee is brewed on site, which is part of their world café program where they feature coffee from a new region/country each month. The library struggles with maintaining staff, especially staff that fit within the library's culture. The library also struggles with maintaining their building, which they have been in for 25 years. Alexandra asked how much of the budget is fundraised, Deb responded around sixty-five percent of it. They raise funds through events as well as the café and the bookstore.

Presentation of the 2022 Annual Audit: Matthew Paul presented the 2022 audit to the board. It was a very clean audit with no findings. Mr. Paul complimented us on the ease of access and completeness of our accounting work, making completion of our audit a much easier process.

Consent Agenda:

Secretary's Report: Minutes of the August 2023 Regular Meeting. No changes were needed.
President's Report: Dale is going to a Governor's Advisory Council on Library Development (GAC) retreat at the end of September, and he will be attending the PALA conference at the beginning of October with the GAC.
Executive Director's Report: Dale stated that he is glad that the system has a reserve that will be able to support the member libraries should the state budget issues prevent distribution of state funding by the end of January.

Motion to Approve: Rob moved to have the consent agenda approved as presented. Cody seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report	Financial report for August 2023. Rob reiterated that the PA budget enabling legislation has not yet been passed. This continues to delay district funding. The sufficient cash flow to continue operations through at least November. The PA House returns to session next week so he hopes there will be some movement with the budget. The system budget for 2024 is in process and the draft will be presented at the October meeting. Dale asked about EITC money being less than it was last year. Casey stated that since they get the EITC funding twice a year, she is not yet worried about it not being at full capacity. Rob moved to approve the treasurer's report, Alexandra seconded. The treasurer's report was approved.
2024 Lancaster County Grant Request	Karla, Casey, and the other department heads have been working on the county grant request for this year. Dale asked Karla about how the lack of ARPA funds this year will affect the system in the future. The tech bought with the ARPA funds last year should have a positive impact on the LSLC budget for five years due to five-year maintenance plans that came with the new tech purchases. The grant request will include a possible increase for staff salaries and the escalating costs of new book delivery and pre-processing, which are already over budget for this year. Karla has also been looking at requesting an increase to allow all libraries to pay staff a minimum of \$15 per hour. The written request is due this Friday and the oral defense will be offered in mid-October.
LSLC/Lancaster District Comprehensive Plan and Service Area Study	Dale, Karla, and Alexandra have been meeting with the consultants. The data analysis has not been completed yet and is not expected until the end of October. Once the data has been received, the service area work can be completed. Ahead is also a review of the funding formula.
Lancaster District Update	There was not much to report on. Delivery continues to go well, most of the larger issues have been smoothed out. Lynx was launched successfully earlier this month.
State Funding Related Approvals	Approval of the application for state aid: not needed. Waiver applications: Karla is still waiting to hear if the system will need to apply for waivers. These are due October first so Karla would like to get the waiver resolution approved beforehand to ensure we meet the deadline. Matt moved to support application for system/district waivers, if they are needed. Rob seconded. The motion was approved.
Amendment to the Employee Handbook	Karla proposed to amend the employee handbook to remove the conflict resolution policy, noting it is outdated and there are other policies in place to address the actions of this policy. Matt moved and Rob seconded to ratify the amendment to the employee handbook. The motion was approved.
Financial Health Committee	Dale and Cody are going to continue working on this and will get back to the board soon. Dale explained his goal of looking at the health of each library to help inform sustainable funding.
Director's Council Report	No September meeting. 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">1) The audit was presented and was clean.2) Lynx was successfully launched.3) The system is prepared to offer financial support the libraries in January if the state budget continues to be delayed.

Public Comment	Deb spoke to the board members about the current funding levels and the possible impact of increased, sustainable funding.
	Alexandra presented information on proposed legislation regarding book banning.
Adjournment	Matt moved to adjourn the meeting. Rob seconded. The meeting was adjourned at 8:00 pm.

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

Next Meeting: Wednesday, October 18, 2023, 6:30 PM

Respectfully submitted,

Alexandra Godfrey,
Secretary

Transcribed by
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Administrative and Financial Assistant