



Library System of Lancaster County
Minutes of the Board of Directors Meeting
March 19, 2025

Attendance:

Board Members: Matthew Eberts, President; Dale Hamby, Vice President; Marianne Clay Strittmatter, Secretary; Theia Hofstetter, Treasurer; Tess Wallace; Andrew Welk; Kristin Staley; 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; Casey Trone, Financial Coordinator; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Administrative Assistant.

Guests: Michele Lefler, Quarryville Library; Jade Campos, LNP.

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Eberts at 6:30 PM on Wednesday, March 19, 2025, in the LSLC Board Room. A quorum was present.

Consent Agenda:

Secretary's Report Minutes of the February 2025 Regular Meeting. There were no questions or changes made to the minutes.

President's Report There were no questions regarding Matt's report.

Executive Director's Report Kristin asked what standards the system was unable to meet that required the system to apply for a waiver. Those are the standards that apply to libraries, like being open to the public and the number of hours open to the public, which the system is unable to meet as it is not an operating library. When the system became the district center, the Governor's Advisory Council was aware that LSLC could not meet those required standards and assured us that the System will be granted the required waivers each year.

Theia asked why certain school districts aren't included in the system's Overdrive statistics. School districts can connect to a library's Overdrive materials to allow access for their students. Some school districts use the resource while others do not, it is up to the discretion of the school administration.

Theia asked about the District Advisory Council's ideas regarding sustainable funding. The discussion was mainly educating the attendees about a county funding tax referendum.

Theia asked about Kerri's work on updating clearances for SRP performers. Karla explained that the system requires clearances from SRP performers before they can perform at a library. Kerri updated the form the system uses to track what clearances a performer needs.

Theia asked about the Encore outage with web crawlers, which are bots that collect data across websites. Karla and Mark explained what happened and what has been done to prevent it from happening in the future.

Theia asked when the system will see the cost savings from the cloud migration. The cost savings will not be seen right away, as the system will maintain the servers until they reach their end of life in about three years. Once this occurs, the savings will come from staff no longer spending time maintaining the servers and having to repurchase new servers.

Matt asked about the challenges with the auditors. Karla and Casey met with the auditors to review previous issues, discussed the meeting with Theia, and they all feel comfortable with the plan for the 2024 audit.

Motion to Approve Theia moved that consent agenda be approved as presented. Andrew seconded. The consent agenda was approved as presented.

Discussion:

Treasurer's Report Financial report for March 2025. Theia moved to approve the report, and Dale seconded. Theia reported that investment income was higher than budgeted. State and county funding was received at the System and disbursed to the libraries. The report was approved.

National Library Week/National Library Worker's Day National Library Week is April 6th to 12th and National Library Workers Day is April 8th. Karla asked Commissioner D'Agostino if the commissioners would formally recognize National Library Week in the county. He asked her to contact the county PR person to set it up. She agreed.

Lancaster District Update Ed has begun the process of reviewing the state reports. They are due to the Office of Commonwealth Libraries in mid-April.

Ed, Karla, and Casey have begun work on the district budget, as the district's fiscal year ends in June. The district negotiations are being planned, as well. The board will need to approve the salary portion of the district budget. Ed discussed the cost issues that the district has been facing and how the cooperation from the libraries has helped mitigate these issues.

Theia asked about the difference between the district negotiated agreement and the membership agreement. The membership agreement is between the system and the libraries while the district agreement is between the district and the libraries. Theia requested the district agreement be put on the board SharePoint.

Board Policy Committee The board reviewed the proposed changes to the bylaws. The committee will update the formatting, grammar, and add the suggestions made by the board. At the next meeting the committee will present the most recent draft of the bylaws to the board to begin the approval process.

Director's Council Report There was no report from the council, as they did not meet in March.

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 Pennsylvania Library Association is requesting an increase of \$6.2 million in library funding for the 2025-2026 state budget year.
- 2) National library week is April 6 to 12: the Board thanks the member libraries for their work.

3) Ed celebrated his 25-year anniversary at the System.

Public Comment

Adjournment Theia moved to adjourn the meeting. Tess seconded. The meeting was adjourned at 8:35 pm.

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

Next Meeting: Thursday, April 15, 2025, 6:30 PM

Respectfully submitted,

Marianne Clay Strittmatter,
Secretary

Transcribed by
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