



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
March 15, 2023  
At Strasburg-Heisler Library

Attendance:

Board Members: Dale Hamby, President; Matthew Eberts, Vice President; Rob Morgan, Treasurer; Alexandra Barbush, Secretary.

Absent: Jennifer Wood; 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; George Matthew, Youth Services Coordinator; Julie Zimmerman, Human Resources Generalist; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Administrative Assistant.

Guests: Kristin Fernitz, Strasburg-Heisler 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 6:47 PM on Wednesday, March 15, via the Strasburg-Heisler Library. A quorum was present.

Mission Minute Kristin Fernitz shared info about the Strasburg-Heisler Library, stating that they serve around five thousand patrons, sixty percent of which come from outside their area. Kristin has been the director at Strasburg for fourteen years where she is the only full-time staff member, with seven part-time employees. She mentioned that their children's service provider held over 150 programs last year. In terms of funding, they must raise around thirty-eight thousand dollars a year through fundraising. They do not have a friends group to help with fundraising, but there is a meeting happening next week that Kristin hopes will kickstart a friends group for the library. She thanked the board for taking the time to hold the meeting at her library.

Consent Agenda:

Secretary's Report Minutes of the February 2023 Regular Meeting. Alexandra summarized the minutes from last month including the OCL changes to the state report, Manheim Township has yet to complete their audit and has not received their state aid, and rising delivery costs leading the system to look for other options.

President's Report Dale recommended all the board members sign up for BoardSource, as it has been a useful tool for him.

Dale mentioned that Jennifer's term is coming to an end in April, and she will not be seeking reappointment for a second term, which means that there will be three open seats for the board. So far, we only have one candidate who has applied to join the board.

Executive Director's Report Karla recognized Ed for his diligence with ensuring that all the state reports are complete and correct. Each library has had to make changes to their report, and Ed has been on top of helping them ensure that their reports are correct.

- 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 February 2023. Rob moved to approve the treasurers report and Alexandra seconded. The report was approved for audit.
- Branding The logo for the brand has been chosen. Implementation plans are currently under development, with timing for release being considered.
- LSLC/ Lancaster District Comprehensive Plan and Service Area Study Dale presented that we need to approve the contract with Advancing with Purpose for the comprehensive plan. Rob moved for the contract to be approved and Alexandra seconded. The contract was approved as presented. Karla will sign and return the contract to Kim Zablud. The consultant has experience with libraries as well as data analysis, which Karla believes makes them the best fit for this project. The consultants will work with the county planning department throughout this process as well.
- District Library Center There was a discussion about regulations concerning appointment of library board members by municipalities.
- Dale asked Ed what Shuts library is costing us, as we are providing them with IT support and other services. There used to be budget lines for Shuts but we got rid of that line for this year since they were not open the past year. Since there is no budget line, we will not be providing them with these services anymore. The main cost would be related to IT support and book delivery. Mark stated that he estimates that any IT support given is less than two thousand a year. Overall, Ed is not sure what the cost will be, but it is not a huge amount.
- Dale asked George about the Be REAdy Rover. The Rover has been doing more programs and stopping at more daycares over the past few months. The biggest issue he is facing now is funding. We currently need around seventy thousand dollars to continue funding the service. What Karla is really looking for is a long-term sponsor, who will commit to funding for at least five years.
- The RFP for delivery has been sent out and Karla is currently waiting for quotes from different delivery companies. We have four prospective delivery services but have not heard anything definitively from any of them. Ed expects to hear bids from at least three places. Karla also expects that Way will bid, even if it is over our budget. One of these prospective companies is a start-up, which Karla thinks could potentially be our best option. Ed states that it was noted in the RFP that our location could change but we are not any further along in finding a new location yet.
- Update on Lancaster Public Library Move Karla provided an update on the move, noting that the LSLC team has been meeting with LPL leadership every Friday to coordinate our portion of the move. Karla sent out the first email to the other directors about the move, which outlines the move's tentative timeline. Both Karla and Mark feel that there is a good understanding between the system and LPL regarding the moving process. Mark believes that at this point in the move, any issues that may arise will come from things that cannot be helped by the system or the library but rather outside forces, like a vendor.

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Director's Council  
Report

There was no February meeting so there is 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:

- 1) The consultant's contract, Advancing with Purpose was approved for the service area study.
- 2) An RFP for delivery has been sent out.
- 3) The board is now looking for three board members as of April.

Public Comment

Ed mentioned that district negotiations are coming up where we will be presenting a draft budget at the end of April. The LSLC Board will need to approve of the personnel portion of the budget at the next board meeting.

Adjournment

The meeting was adjourned at 7:59 pm.

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

Next Meeting: Wednesday, April 19, 2023, 6:30 PM at MJY

Respectfully submitted,

Alexandra Barbush,  
Secretary

Transcribed by  
Sydney Dieffenbach  
Administrative and Financial Assistant