



Library System of Lancaster County
Minutes of the Board of Directors Meeting
August 21, 2024

Attendance:

Board Members: Matthew Eberts, President; Dale Hamby, Vice President; Marianne Clay Strittmatter, Secretary; Theia Hofstetter, Treasurer; Tess Wallace; Andrew Welk; Kristin Staley.
Absent: Ray D'Agostino, Lancaster County Commissioner

System Staff: Karla Trout, Executive Director; Mark Sandblade, Manager, Information Technology; Brenda Emerich, Cataloging/Acquisitions Manager; Julie Zimmerman, Human Resources Generalist; Casey Trone, Financial Coordinator; Kerri Milliken, Training and Digital Resources Librarian; Sydney Dieffenbach, Administrative Assistant.

Guests: Joseph McIlhenney, Milanof-Schock Library; Joyce Sands, Manheim Township 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 Eberts at 6:49 PM on Wednesday, August 21, via the system board room. A quorum was present.

Library Story Matt shared a story about Quarryville Library and their collaboration with Career Link, which sends a representative weekly to help patrons. A stay-at-home mother used Career Link to create her resume and expand her options for job opportunities.

Consent Agenda:

Secretary's Report Minutes of the June 2024 Regular Meeting. There were no changes or questions.
President's Report Matt talked about Manheim Township's letter to the system regarding the funding formula; his response indicated that Manheim Township's requested timeline for changing the formula this year was not feasible. Andrew asked if this was something that usually goes through the board or if the board president usually handles the matter itself. Karla stated that the board had previously decided to keep the formula the same this year, so Matt based his response on the previous decision.

Executive Director's Report Karla reported on employee changes. Matt mentioned there are several member libraries in search of a new director. Kristin asked how the libraries hire directors and how the system board is included. The system board is not involved in hiring, that is the responsibility of the individual library's board, but the system provides assistance, upon request, including hiring resources like interview questions.

Theia asked what sort of issues the libraries consult with Karla about. Most of the issues that she helps the libraries with is their boards. She also consults with them on building related issues. Ed does most of the consulting regarding policies, state law, and operations. Kerri explained the different eResources that the system provides to patrons, including Flipster, Beanstack, and eBooks. Kerri will share the eResource purchasing rubric with the board. There was a discussion about how the libraries contribute to eBook purchasing, which the directors plan to discuss at the next Director's Council meeting.

Theia asked about the new Shalom Project intern. The system has been participating in this program for the last several years. The Shalom Project provides an intern for 11 months to work on the Bookmobile.

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

Discussion:

Treasurer's Report Financial report for July and August 2024. Theia had the chance to look at the audit draft and gave her feedback, which Casey anticipates will be presented to the board for approval in September. Theia moved to approve the August financial report. Dale seconded. The motion was approved. Theia moved to approve the July financial report, Andrew seconded. The motion was approved.

Update to Bank Account Signers with Officer Change Casey explained that when a new treasurer and board president are elected, the bank account signers need to be updated. There is an operating account that has the three signers and two managers. Andrew moved approve Matthew Eberts, Theia Hofstetter, and Karla Trout as signers for the accounts at S & T Bank, Mid Penn Bank, First National Bank, Truist Bank, and Northwest Bank, and to include Brenda Emerich and Mark Sandblade as signers on S & T operating accounts. Dale seconded. The motion was passed.

Lancaster District Update The new delivery contract is going smoothly, and the new sorting employees are doing well. The new district budget for July 2024 to June 2025 is in effect. The district submitted the State Aid Library Subsidy Application (SALSA) to the Office of Commonwealth Libraries (OCL). Neither the system nor the district needed any waivers for 2023, as all state standards were met. The libraries have also submitted their SALSAs to the system for review prior to their submission to the OCL.

Report on Conference Attendance Dale spoke of his attendance at the EveryLibrary Conference, which covered library funding and advocacy. There was a session on libraries in rules around lobbying, which Dale found especially beneficial. At Dale's request, Kerri discussed the county-wide cost savings that the libraries provided to county residents in 2023. The documents will be share on the Board SharePoint. Dale reported on his experience attending the Chester County Library System Legislative Breakfast, and commented on the differences in funding from Lancaster County.

Policy Committee Andrew proposed the creation of a Board policy committee, which would consist of three board members: Andrew, Tess, and Dale. The committee would review the board's policies, bylaws, and system member agreements and make recommendations for edits to the Board for approval. Dale raised the concern that the membership agreement may be outside the scope of the committee, since the process needs to involve the member library directors and it requires the approval of their boards. There was a discussion regarding the inclusion of the membership agreement under the purview of the committee. Andrew would like the committee to meet quarterly but would prefer the stipulation that the committee meet once a year.

Andrew moved to create a board policy committee, as written in the document presented in the board mailing, with Andrew, Tess, and Dale as members.

Dale moved to amend Andrew's motion, removing the words "System membership agreement" from the committee's mission. Matt seconded the amendment. The motion to amend passed in a four to three vote.

The motion to create the board policy committee as amended was then passed in a four to three vote. The committee has been approved.

Theia moved to approve Andrew as the chair. Tess seconded. Andrew was voted in as chair of the Board Policy Committee.

Director's Council
Report

The directors reported the following three points from the Directors Council meeting to the system board:

- The directors had a presentation on how to discover AI created books.
- The Homeless Library Academy is available for staff training.
- IT has several changes on the horizon.

3-Point Summary to
Directors'
Council

The Board chose the following three points to include in the summary for reporting to the Directors' Council:

- The board has a new board member, Kristin Staley.
- A Board Policy Committee has been formed.
- The return on investment by the libraries in 2023 was over 75 million dollars.

Public Comment

Adjournment

Dale moved to adjourn the meeting. Matt seconded. The meeting was adjourned at 8:12 pm.

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

Next Meeting: Wednesday, September 18, 2024, 6:30 PM

Respectfully submitted,

Marianne Clay Strittmatter,
Secretary

Transcribed by
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