

Library System of Lancaster County
 Minutes of the Regular Board of Directors Meeting
 September 20, 2017

Attendance:

Board Members:	Diane Tannehill, President; André Fouchet, Vice President; Ken Kohlmaier, Treasurer; Christina Diehl, Secretary; Brandon Danz; Jeanne Grimsley Absent: Rich Frerichs; Dennis Stuckey, Lancaster County Commissioner.
System Staff:	Bonnie Young, Executive Director; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Manager, Training and Development; Johanne Shutter, Financial Manager; Meredith Hendrix, Outreach Librarian; Amanda Hatcher, Administrative Assistant
Guests:	Barbara Basile, Milanof-Schock Library Director; Roy Hoover, Network and Communications Coordinator; Timothy Laubach, Director Tech Services, IU13
Call to Order	The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Tannehill at 6:31 PM on Wednesday, September 20, 2017, at the Library System office. A quorum was present.
Secretary's Report	
Minutes	Christina Diehl, Secretary, referred to the minutes of the August 16, 2017 regular meeting as included in the Board mailing. There were no questions.
Motion	Christine moved and Andre seconded to approve the minutes. The minutes were approved as presented.
Treasurer's Report	
Motion	Ken Kohlmaier, Treasurer, referred to the August 2017 financial report, as included in the Board mailing. Ken reported that the numbers are looking good. By the end of the year everything should be balanced on the positive side. Andre made a motion to accept the report as presented. Jeanne seconded. The motion carried.
Directors Council Report	Barbara Basile, Milanof-Schock Library Director, presented the 3 points from the Director's Council meeting. <u>3 Points for System Board</u> <ul style="list-style-type: none"> • Data base invoicing - Libraries are charged \$295 annually for the Power Library databases. It is a State requirement for public libraries. • County coordination plan - We will be spending \$105,159 on Wide Area Network and \$122,486 for ILS. Directors present at the September DC meeting signed the contract. • EITC presentation - The IT staff has put together a short video clip https://lancasterlibraries.org/Eitc/. The purpose of the clip is to explain in simpler terms what Education Improvement Tax Credit benefits are to businesses, to explain what it is and how businesses can take advantage of it.

	<p>Andre commented that he received an email from Lisa Greybill of the Columbia Library about the new construction presentation on October 2. Dr. Robert Frick is doing a presentation on historical figures. He encourages everyone to attend the program.</p>
<p>President's Report</p>	<p>Diane Tannehill reported that the Lancaster Public Library is doing a trivia night fundraiser. All these fund raising events are on the web site.</p> <p>Glenn Miller presented a program to the Presidents Circle. It was a pleasant exchange of ideas. He explained the role of the state librarian. He was gracious and it is reassuring to watch the presidents interact with each other. Bonnie said that even though he is in a different part of the capitol, he goes to every meeting to show that we are an important part of education. He is also working on improving the state code. Some parts of the code have become obsolete. Diane said that he's starting a program on community engagement and the libraries will have to apply to participate.</p> <p>Diane and Jeanne went to the Pennsylvania Citizens for Better Libraries meeting. Jeanne said PCBL focuses on friends groups from libraries all over Pennsylvania. PCBL observes what friends groups are doing all over the state at the meeting. Jeanne attended a seminar on fund raising. It is good that Jeanne is active in this group because it puts Lancaster on the map! We should be proud of our libraries and friends groups.</p> <p>We will email the strategic plan to you. We are building on the current one and we invite comments back. The plan is to have it completed by the end of the year. Brandon asked if there are there things that we haven't accomplished from the past strategic plan. Diane replied yes. We have completed some goals and are developing new ones.</p> <p>Each board member will take envelopes, cards and a list of donors. Please call them and thank them for their donation. If you want to write the donors, we have cards. Bonnie asked everyone just to thank them. This isn't necessarily a time to ask for more money. They've never been called. Bonnie will create a standard thank you message. Andre asked what is the difference between donors and people who donated on Extraordinary give day. Donors are the ones who responded to appeals for donations, Extraordinary Give donors gave during the Extraordinary give day last November. Diane stated that all the other libraries participated in Extraordinary give day too. Diane said that for LSLC, the Extraordinary Give was only for the bookmobile. Amanda will send the major donors. We'll send a sheet of talking points for you.</p>
<p>Presentation of Bookmobile video for Extraordinary Give</p>	<p>Meredith Hendrix stated that the Extraordinary Give asked for a video this year. Bonnie praised Meredith on all her work on the video. You can see it on https://www.facebook.com/BookmobileLancaster/ or https://www.youtube.com/watch?v=p-iZsclj8-c. The CAP on Duke St. participated in the video. "The day in the life of the bookmobile". Very nice job! Meredith said that we're excited to use broadly. Please share it. At the end there is a link that directs viewers to the capitol campaign.</p>

<p>Executive Director's Report</p>	<p>Bonnie Young reported that it has been a very good week! PNC Bank donated \$20,000 and an additional \$20,000 donation from the Clarks Associates Foundation. Currently we have \$78,222 and with the \$40,000 that brings the total raised to \$118,222. Our goal is \$165,000. Agnes Louise Fray, a significant donor, recently passed away and had asked for donations to go to the bookmobile.</p> <p>Other news: there was an early childhood development summit with the Kiwanis that Renee attended. Ryan and Ed created a pocket response plan to emergencies that might occur in the building. Please look at it and let us know if you have any suggested changes. The project isn't complete. Andre praised all the points that indicate the effort that Bonnie, Ed, and everyone are making on fundraising. Andre commented on focus area three of Bonnie's report. The Summer Reading Program numbers look really good. Andre would like to know how it stacks up year to year. Are we doing the same, better, or worse? Bonnie is excited about all the staff is doing together.</p>
<p>Presentation on IU13 WAN</p>	<p>Mark introduced his guest: Roy Hoover, Network and Communications Coordinator and Timothy Laubach, Director Tech Services. Their presentation (available upon request and included in the Board mailing) included the following points:</p> <ul style="list-style-type: none"> • connecting to the future - getting contracts in sync • Why today? The end of current contract is in June 2018. Dark fiber became eligible for E-rate discounts (60-65%). If we build the network, the discount is on this discount rate. Lit and dark fiber services - lit services is buying from a provider. Dark fiber can be leased or owned. Timothy showed a piece of hardware to show how easy an upgrade would be. Lit is less expensive in the beginning but the cost goes up. Dark is expensive to begin with but not as expensive to upgrade. • Project overview. Lit would begin in July of 2018, dark fiber would start sometime later. Comcast provides lit services because they have the bigger reach in this area. A lit contract with IU13 with Comcast would mean better rates. The actual dates will be determined by E-Rate deadlines. • Included in the presentation is a map of libraries in relation to schools. • Cost explained - lit vs. dark fiber. One option is outside financing. Dark fiber is good for 30-50 years. Glass fiber moves at the speed of light. Wireless options are going places but fiber is best for connecting buildings. No other agencies or businesses are invited to join because we are dealing with E-rate which only applies to K-12 schools and libraries. Private schools are eligible and have been invited to participate.

	<ul style="list-style-type: none"> • Next steps: after we see pricing decisions will be made. We don't know how many proposals we will get. <p>Andre requested plenty of time to think about it. Individual libraries cannot opt out because they signed LoA over to us. We have aggressive deadlines because we don't know what the E-Rate schedule is.</p> <p>Mark told the board the three options we have are 1. IU13WAN, 2. New contract with Comcast or other provider, or, 3. Extending our current contract. The worst case scenario is that we end up just as we are. The best case scenario is beyond our imagination. Often the IU does the financing on behalf of everyone. Disparity between the school districts is dramatic. Libraries and the schools are the core of the communities. The WAN is a true cost allocation - there is no profit. There will be savings for everyone and education in the community. The initial construction cost can be split over 4 years. Mark said that this would be the WAN of the next decade. We wouldn't need to constantly re-work it and would be able to dedicate more time to other projects. Bonnie asked about the Keystone Grant through the LSTA. Pennsylvania doesn't match E-rate funds.</p>
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> <ul style="list-style-type: none"> • WAN presentation • Bookmobile video • Rapid response plan
Public Comment	none
Adjournment	The meeting was adjourned at 7:47 pm.

Minutes and Financials are available at
<http://tinyurl.com/LSLCBoardDocs>
 Next Meeting: Wednesday, October 18, 2017, 6:30 PM

Respectfully submitted,

Amanda Hatcher,
 Recording Secretary

(John Muir goes first on the agenda in October)