

Library System of Lancaster County
Minutes of the Regular Board of Directors Meeting
August 16, 2017

UNAPPROVED

Attendance:

Board Members: Diane Tannehill, President; André Fouchet, Vice President; Christina Diehl, Secretary; Brandon Danz; Rich Frerichs; Jeanne Grimsley; Dennis Stuckey, Lancaster County Commissioner.
Absent: Ken Kohlmaier, Treasurer

System Staff: Bonnie Young, Executive Director; Ed Miller, Special Services Manager; Mark Sandblade, Manager, Information Technology (via speakerphone); Stephanie Zimmerman, Manager, Training and Development; Brenda Emerich, Manager, Catalog and Acquisition Services; Johanne Shutter, Financial Manager; Amanda Hatcher, Administrative Assistant.

Guests: Barbara Basile, Director, Milanof-Schock Library; Matt Salimbeni, NT Systems Administrator

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 6:33 PM on Wednesday, August 16, 2017, at the Library System office. A quorum was present.

Secretary's Report Christina Diehl, Secretary, referred to the minutes of the July 19, 2017
Minutes regular meeting as included in the Board mailing. There were no questions.

Motion Christina moved and Rich seconded to approve the minutes. The minutes were approved as presented.

Treasurer's Report André Fouchet, Vice President, referred to the July 2017 financial report, as included in the Board mailing.

A few months ago we instituted a new format for the financial reports. Johanne is using that format with good results. Revenues are close to budget – a little over. Spending is close to budget – a little under. Overall it is a gain. We hope to end the year with a slight gain.

Rich asked about the asterisks. They illustrate that LutherCare SAIL grant money is tied to Special Services. Rich also commented on the Maker Grant. Johanne responded that it is a timing issue. The revenue for this year came in last year. Andre commented that each year there is a timing variance that gets corrected by the end of the year. Rich commended the amount of donations. He then asked about EITC. Johanne indicated that no further EITC Donations have been received

Diane commented on the continued increase in Bookmobile donations.

Motion Andre moved and Christina seconded to approve the financial report. The report was approved as presented.

Revenue Streams
Comparison

Johanne presented her report “Three Year Comparison of Revenue Streams Percentage of State & County Funding versus Other Income As of 7/31/17”.

Johanne compared three full years and partial year 2017. The asterisk indicates where she annualized the amounts for comparative purposes. She sought to compare how much revenue came from the county and state verses other sources. The County and State has decreased slightly – relatively flat. The blue on the chart indicates additional revenues. Diane commented that it is a very good report. Andre stated that several years ago Commissioner Stuckey had charged us with finding other revenues. That is not an easy thing to do. Bonnie and Ed have taken this seriously. Andre commends the entire organization. Bonnie said that Renee has also been doing a fabulous job of applying for grants.

There were thanks all around for a job well done.

President’s Report

Diane said that we have had a lot of good press lately. Bonnie was in the paper and today there was an article about Brad Rutter and his donation for Ebooks.

Executive Director’s
Report

Bonnie referred to her report as presented in the board mailing.

Andre mentioned that it is time to start working on a budget already. Dates are set and a schedule is underway. Johanne has begun conferring with the managers as to their budget needs.

Ed has written a new Bookmobile newsletter. It is bringing in donations. The patrons of the Bookmobile are some of our most heartfelt contributors.

Andre had four questions. 1. Why had the Lancaster County Foundation denied our request to expand the Bookmobile service to all the head starts? Ed replied that they are looking for “fresh, new ideas”. The Bookmobile has been around for 75 years so we aren’t “new”. They haven’t given us much feedback. They put a high emphasis on “groundbreaking”. We believe our new approach is innovative, however, the Lancaster County Foundation apparently didn’t see it that way.

2. Andre wanted to know more about the visit with Representative Mentzer. Diane said that it was educational both for Mentzer and for the System Representatives. Jeanne said that they asked about any available discretionary funds or grants. Mentzer referred them to Brian Cuttler who in turn gave two potential grant opportunities. Bonnie already knew about both of these grants but they were encouraged that Mentzer and Cuttler took the time to see them and attempted to be of assistance. Bonnie said that she had the opportunity to inform them not only about our needs for the bookmobile but also about state funding and about the needs of our libraries. Jeanne, Diane and Bonnie also spoke to him about federal funding in case he has any influence on his colleagues concerning IMLS funding. It

was an informative and pleasant meeting. Jeanne said that it didn't hurt even if we didn't "succeed". Rich and Andre agreed with that.

3. Andre wanted more information about the negotiation with the health insurance broker. He knows that Stephanie will stay on top of it. Brandon would like to know the numbers. Stephanie explained Stoudt Advisors looks at our census and shops the market for the best deal for our health insurance. Brandon asked if it was just for the System or all library employees. Stephanie said that it is just the system. Barbara said that she would love to join in but they are "their own agency". Andre said that we have been told that it can't be done. Barbara said that most of the libraries would love to join in. Currently, most libraries can only hire part time employees because they cannot afford the insurance.

4. Andre referred to Mary Ann's interviews with bookmobile patrons/users. He wanted to know if there was a future news article there. Bonnie said not at this time, however, we are working on a document that can be used many ways including Facebook posts and other social media.

Returning to the health insurance topic: Andre reemphasized that we cannot include member library employees. It has been looked into before. There was discussion about what kind of organizations can apply for what kind of insurance. Brandon volunteered to look into the topic. Rich commented that our System exists to serve the libraries. Brandon asked if we need a new third party administrator. Diane said that Stout does a lot of nonprofits.

As Matt was setting up the conference call with Mark, Diane asked Bonnie what today's total for the Bookmobile was. Bonnie replied \$70,390. Dennis said that the chassis has been delivered and construction is underway. Bonnie told of her plans to inquire at the Pennsylvania School of Art and Design for artwork for the new Bookmobile.

Presentation on
WAN Possibility

Bonnie introduced Mark and this topic by emphasizing its importance. Mark emphasized that, at this point, this possibility is just a potential action.

(The presentation was emailed to the board members.) Mark led the board through each slide and was open to questions and discussion. Some key points included:

- At this point IU13 is reselling Comcast. They do not own the network.
- Bandwidth vs. Speed is how much data at what time interval.
- In 2018 both the school contract and the libraries contract with Comcast is up for renewal.
- Almost every library we have is within five miles of a school.
- There will be two redundant connections to the internet.
- It will be a more robust design than our current design.

- More than likely, we will have our own strands of fiber optic cable for the libraries.
- If not all our libraries can join at the same time, we will have a hybrid system. We have had a hybrid system before.
- Currently we purchase servers for all locations. With this system, all servers would be here or at a location with the best price point as opposed to where we have to place them.
- This plan is future resistant. We can upgrade easily.
- IU13 will have a central firewall. The last time we purchased one it was \$8000
- Mark is attempting to provide the most value for the money we spend.
- There is an unknown cost and an unknown business model.
- If Comcast finds out, potentially they will offer us a better rate.
- IU13 is run as a business made of schools, public schools and libraries. They want us to join in because they can add our ERate funding to the project.
- We currently have an advanced fiber network. We are in the top 10 library systems in the state.
- If our physical location changes we would have to build/rebuild the network. This would be a five to ten year solution. Potentially we could rent rack space at the IU13.
- There is a potential year of duplicate cost. This happened when we built the network with Comcast. Our current contract allows for a contract extension at the same rate.
- We need hard numbers from IU13. Decisions need to be made in January 2018 to coincide with the ERate season.
- July 1, 2018 would be when the new network would be deployed.
- It would be a contractual agreement.
- We could possibly join IU13 at a later date but they wouldn't like it because they wouldn't have enough investors to begin the project.
- IU13 is more of a co-op. As a nonprofit, they want to make it less expensive.
- Next month IU13 representative Roy Hoover is coming. Please ask him all the hard questions you can.
- When Mark returns from vacation next Tuesday, he will attend a daylong session to discuss the WAN possibility.

Andre asked Bonnie and Mark to include this topic on the agenda every month. Mark commented that things are developing rapidly. In the fall, there will be weekly updates. Brandon asked if this is being communicated to the libraries. Mark said not yet. He wants more facts before he takes it to them. Brandon said that if we take part, we would need a commitment from the libraries that they are not moving their physical locations. Andre, Diane and Bonnie all thanked Mark for taking time out of his vacation to present remotely.

Directors Council
Report

Barbara presented the following points from the August Director's council:
3 points for the system board:

1. Countywide 10 digit number presentation and Sierra impact.
2. CallFire presentation regarding the need to contact library staff in the event of an IT emergency. (Barbara emphasized that internet redundancy would be a very good thing.)
3. The Libraries and LSLC will work on a group message/event to help promote Extra Give to our patrons and the community. A meeting will occur tomorrow morning.

3-Point Summary to
Directors' Council

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

1. WAN presentation
2. Revenue Streams Comparison

Diane shared a publication that Columbia has produced about their new building. She also mentioned that Adamstown has begun a new capital campaign and the Duke Street Business Center is working toward a capital campaign. Bonnie stated that all of our libraries are successful, growing and improving.

Public Comment

None.

Adjournment

Andre moved to adjourn the meeting and Rich seconded. The meeting was adjourned at 7:47 pm.

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

Next Meeting: Wednesday, September 20, 2017, 6:30 PM

Respectfully submitted,

Amanda Hatcher,
Recording Secretary