

Library System of Lancaster County
Minutes of the Regular Board of Directors Meeting
November 15, 2017

Attendance:

Board Members:	Diane Tannehill, President; André Fouchet, Vice President; Ken Kohlmaier, Treasurer; Christina Diehl, Secretary; Brandon Danz; Rich Frerichs; Jeanne Grimsley; Dennis Stuckey, Lancaster County Commissioner.
System Staff:	Bonnie Young, Executive Director; Ed Miller, Special Services Manager; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Manager, Training and Development; Brenda Emerich, Manager, Catalog and Acquisition Services; Renee M. Christiansen, Youth Services Manager; Amanda Hatcher, Administrative Assistant.
Guests:	Barbara Basile, Milanof-Schock Library Director
Call to Order	President Tannehill called the regular meeting of the Board of Directors of the Library System of Lancaster County to order at 6:30 PM on Wednesday, November 15, 2017, at the Library System office. A quorum was present.
Secretary's Report	
Minutes	Christina Diehl, Secretary, referred to the minutes of the October 18, 2017 regular meeting as included in the Board mailing. There were no questions.
Motion	Christina moved and Brandon seconded to approve the minutes. The minutes were approved as presented.
Treasurer's Report	<p>Ken Kohlmaier, Treasurer, referred to the October 2017 financial report, as included in the Board mailing. He commented that the financials are still looking good. The format was adjusted. Restricted income was broken down so that we know that this money is accounted for.</p> <p>Andre commented that up until this year we did not have a large designated income stream. Now that we have the Bookmobile, it looks like we made a lot of money this year but we did not. He thinks this is a great thing to do. For the next year or two, it is a great change. Kudos to Johanne. Diane thinks it is a good idea too. Andre pointed out that operation is a bit behind compared to the budget but that is not a problem.</p> <p>Ken made a motion to accept the report. Christina seconded. The report was approved.</p>
President's Report	Diane Tannehill's first point was that she was disappointed that more board members were not in attendance at Cocktails and Apps fundraiser. She was happy that three people came from social media outreach. The food was fabulous. Money is still coming in. A \$200 check came in today. Many thanks to Christina! Mark who sponsored with Christina was very friendly. Stephanie presented Christina with a Quacktastic! award for her efforts.

	<p>Yesterday Bonnie and Diane hosted the Presidents Circle. Barb Taylor, fundraising director of the Girl Scouts in the Heart of Pennsylvania, was the speaker. She recently won the AFP Fundraising Professional of the Year Award and she does a phenomenal job. The Presidents Circle group has grown and they are getting along. They have jelled. Bonnie said that they are like friends. It is quite a wonderful group. Two of them are helping QVL find a new director. The meeting went very well. One idea Diane was impressed with was not to ask for money - be an ambassador and tell everyone about the great things we do. You have to talk up the things that we do.</p> <p>Friday is the Extraordinary Give. You all have a list to call. This is the time to call. The Bookmobile is listed under "B". Go online, and go to Extraordinary Give and follow through. If you can stay up until midnight, they give extra money to the most donations in the first hour.</p> <p>Bonnie had new stories about the existing Bookmobile. Meredith had issues with the door so she had to climb through the window (because it is just taped in). Ryan jimmed the door so it worked for one week. Later, Ed fixed the door and the headlight.</p> <p>Brandon - congrats on the Bookmobile fundraising! Over \$100,000 is awesome!</p>
Strategic Plan	<p>Diane Tannehill referred to the hand out of Accomplishments and Successes. We've been adding data numbers and statistics. Bonnie came on board, liked the plan, and focused on the focus areas. Diane is grateful that the strategic plan works well - thanks to Bonnie and the managers here.</p> <p>Bonnie - today is the day to adopt the Strategic Plan if we can.</p> <p>There was a great deal of discussion about the Strategic Plan. Various viewpoints were shared. Some of the questions included:</p> <ul style="list-style-type: none"> • Are all points the same priority and will we attack them all at the same time? Alternatively, should each point be quantifiable with dates (to hold all parties accountable) with the board acting as the oversight authority? <ul style="list-style-type: none"> ➤ The result was a revision with some dates would be sent out to the board before the next board meeting. <ul style="list-style-type: none"> ▪ About 70% of the plan does not lend itself to dates but those points that can will have dates assigned by Bonnie. ▪ As always, monthly updates are included in every board report.

	<ul style="list-style-type: none"> • Do we exist to support the community or the libraries? <ul style="list-style-type: none"> ➤ The result was that the services the System provide enable the libraries to serve the community. <p>Brandon reiterated that there should be overlap for the new director.</p> <p>Andre referred to the accomplishment pages - we need to get some PR out of that. It is almost overwhelming what has been accomplished here.</p> <p>Brandon asked how many followers we have on social media. He encouraged a weekly brag point. Andre said that we can't do that because we have more than 52. Rich spoke to details of the director's transition.</p>
TumbleBooks Presentation	<p>Renee Christiansen gave a presentation on TumbleBooks. One of the online resources that the libraries provide. Common sense media conducts research. Among 0-8 yr. olds, 35% of their total screen time is mobile; while 65% of their other screen time media is TV, DVD's, computers, and video games. Children 8 and under spend an average of 2 1/4 hours a day of screen time. Not all screens are created equal. Librarians select and offer quality picture books to use in guiding parents what is best for their child. Librarians are becoming media mentors by guiding parents to high quality, meaningful and interactive resources. TumbleBooks support quality viewing and meaningful interactions. TumbleBooks are eBooks for young children and elementary students. They begin as books and then are digitized. Anyone with a valid Lancaster County library card can access this. In TumbleBook Search, one can choose different searches to find what they want. They can even search by lexile. Which comes in handy for many staff working circ desks who have children come in and ask for books with specific lexile. The term lexile refers to reading level; the content is graded according to reading ability. Co-viewing media done by both parent and child together is the most impactful. With TumbleBooks, parent and child will view ebooks just like when they read a picture book together. They talk about the story, the characters, vocabulary, and make connections to their own lives. Renee gave examples of how librarians, educators, and parents use this resource. It is access rich. The organization TumbleBooks is located in Ontario Canada. It is a service that we pay for and is approved for EITC. We get a nice discount because of the number of libraries for the subscription, 17 libraries. We first acquired</p>

	<p>TumbleBooks when Brad Rutter was looking to support early literacy and technology. He supported the initial subscription. The number of book views in the last 12 months 9,477; averaging 790 a month. Rich pointed out that the literacy council is working on getting library cards and this resource could be helpful to the English language learners. With the subscription, we get marketing materials, web banners, and artwork. A promotional 1/2 sheet was distributed with step-by-step instructions on how to access the online resource.</p>
Update on the IU13 Request for Proposal	<p>Mark Sandblade is on the IU13 RFP committee. He will be able to read the different bids submitted by vendors responding to the RFP. Mark will be evaluating these bids with IU13 on December 4th. IU13 will pick a winning bid from the responders and we will have to decide whether to join as soon as late December or January.</p>
Executive Director's Report	<p>Bonnie Young asked if there were any questions about her report. Rich stated that it was a good report. Bonnie gave thank you cards to the Board Members. She has been taking fund raising classes and has learned that you have to touch someone seven times, so she has made these cards to say thank you to our many Bookmobile donors.</p>
Director's Council Report	<p>Barbara Basile, Milanof-Schock Library Director, reiterated that it is on point to bring someone on board early!</p> <p>presented the 3 points from the November 2017 Director's Council meeting: <u>3 Points for System Board</u></p> <ul style="list-style-type: none"> • Automation of holds/special request – Mark has changed online request form. • Pitching in for overdrive – they discussed the ebooks collection and they are grateful for the System matching contribution. • Working on county wide in service day for 2018
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> <ol style="list-style-type: none"> 1. Strategic plan - still working on it, will be dates 2. IU 13 update 3. Cards - reaching out for seven touch points to be an ambassador 4. TumbleBooks <p>Barbara's Extragive presentation is on databases and she thinks TumbleBooks will be a good addition to the presentation.</p>

Public Comment	<p>Dennis - a couple of years ago (now) Senator Martin sought to combine operations with the county office. Dennis' recommendation is there will be no changes right now. There was no way they could make it as efficient as it is here now. His recommendation is to let things stand. At the end of the 5-year building lease, we can revisit and review the facilities. Our lease is such a good deal, as ours right now is \$8.96/square foot and the county's is \$26/square foot. Lehman thought some efficiencies could be found in the IT section but Maggie had not been out here to evaluate. Dennis has been silent on that topic pending IU13. Dennis advises business as usual for the foreseeable future, but to look at again in years to come.</p> <p>Referring to computers, the county is on a 3-year lease cycle. Mark commented that we hold on to our computers 5-7 years which makes it less expensive for us.</p> <p>Diane commented that we like to look for efficiencies especially with purchasing.</p> <p>Brandon commented on the value of diversity, including the diversity of opinion.</p>
Adjournment	Andre moved to adjourn. Brandon seconded. The meeting was adjourned at 8:06 pm.

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

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

Respectfully submitted,

Amanda Hatcher,
Recording Secretary