



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
November 20, 2019

**Attendance:**

**Board Members:** Christina Diehl, President; Dale Hamby, Vice President; Ken Kohlmaier, Treasurer; Elizabeth A. Flaherty, Secretary; Rich Frerichs.

**Absent:** Jeanne Grimsley, Shel Lundquist, Dennis Stuckey, Lancaster County Commissioner.

**System Staff:** Karla Trout, Executive Director; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Training and Development Manager; Brenda Emerich, Cataloging/Acquisitions Manager; Renee Christiansen, Youth Services Manager; Casey Leon-Durkee, Financial Coordinator; Amanda Hatcher, Administrative Assistant.

**Guests:** Trish Vandebosch, Moores Memorial 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 Diehl at 6:30 PM on Wednesday, November 20, 2019, at the Library System office. A quorum was present.

**Secretary's Report  
Minutes**

Elizabeth A. Flaherty, Secretary, referred to the minutes of the October 23, 2019, Regular meeting as included in the Board mailing.

**Motion** Elizabeth motioned that the minutes be approved as presented. Rich seconded. The minutes were approved as presented.

**Treasurer's Report**

Ken Kohlmaier, Treasurer, referred to the May financial report as included in the Board mailing. Dale inquired about the District Consultant funding. The Lancaster Public Library, as the District Library, is beginning to partially reimburse for Ed's salary in his capacity as District Librarian. Their fiscal year is different from ours, running July through June. If they are no longer the District Library and no other library picks it up, that money will no longer be paid to LSLC. The payment was received in November and will be on next month's report.

We don't anticipate special projects that were approved under the "Released from Restrictions" line will need to come from restricted funds, except for the bookmobile lease payments, which are donor restricted dollars.

Data base support was explained. The smaller portion is the LSLC portion of "Wowbrary", and the larger portion is for "Learning Express".

**Motion** Ken motioned that the report be approved as presented. Elizabeth seconded. The report was approved as presented.

Casey Leon-Durkee was introduced to the board as our new Financial Coordinator.

**Budget proposal** Ken presented the 2020 budget and noted that it is balanced. Expenses are broken down by department. Karla offered that any board member who wishes to see additional detail could do so at any time. She is trying to keep the budget summary succinct vs. an overwhelming amount of information.

Elizabeth inquired about Community Relations and if Mary Ann will be replaced. A definitive decision has not yet been made. We may be outsourcing that role.

**Motion** Ken motioned that the 2020 budget be approved as presented. Elizabeth seconded. The 2020 budget was approved as presented.

**President's Report** Christina Diehl – no report

**Executive Director's Report** Karla emphasized that it is the same report we share with the libraries except for the list of Karla's appointments.

Rich asked about Karla's presentation with the County Commissioners. She asked for level funding. The Commissioners thanked Karla and did not ask any questions. She thought it went well. Dale said she did a great job. It lays the groundwork for the future. Dale encouraged discussion with the member libraries about county funding next year. Karla indicated that the member libraries were informed and in agreement with this year's ask. Dale discussed the history of county funding. Karla is working to maximize our current funding to pass as many dollars as possible to the member libraries through additional services or funding allocations.

Tomorrow Karla presents to "100 Men Who Care - Lancaster". She has five minutes to talk and make her pitch. If she is chosen, each member will donate \$100, for a likely amount of around \$5,000.

Yesterday Karla was on the live podcast – "Live at the Hive". It was a fun, unique way to share what the libraries are doing in Lancaster County.

Dale asked about the YES meeting (Youth Education Services) that Renee leads. They just had a retreat that informed the youth librarians about race bias in story times.

Elizabeth asked about the phishing attacks. Mark said that the most recent attack was mitigated quickly. During Q1 of 2020 we will implement multi-factor authentication. We have begun to pilot it in the LSLC office. It is an extra step but the security gained makes the extra effort worth it. Primarily, the second factor will come via text to a cell phone. Landline calls are viable, as well, and as a last resort, a physical token with rotating numbers could be issued to the staff member needing to authenticate. When we renew our cyber insurance this will be reported and may positively impact our rates.

We do not know who will be taking over for Dennis Stuckey as the liaison from the County Commissioners. Dennis' official farewell is the day after our next board

meeting and board members are invited to attend. Rich encouraged the board to make a resolution that can be read into the minutes thanking Dennis for his service to the board. Dale suggested putting it on social media.

Director's Council Report Nothing to report. They did not meet in November.

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) Passing of the 2020 budget  
2) County Commissioner presentation  
3) New employee – Casey Leon-Durkee, Financial Coordinator

Karla reminded everyone that the Extra Give is this Friday. Each of the libraries has an Extra Give campaign as well as the LSLC campaign for the bookmobile. Ed will be at the Rockvale Outlets with the bookmobile. She noted that the minimum gift has been lowered to \$10.

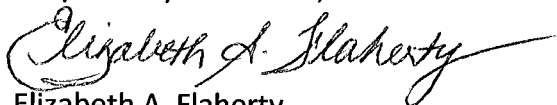
Public Comment None

Adjournment Elizabeth motioned to adjourn at 7:16.

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

Next Meeting: Wednesday, December 18, 2019, 6:30 PM

Respectfully submitted,



Elizabeth A. Flaherty,  
Secretary

Transcribed by  
Amanda Hatcher,  
Administrative Assistant

