



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
January 15, 2020

Attendance:

**Board Members:** Christina Diehl, President; Dale Hamby, Vice President; Ken Kohlmaier, Treasurer; Elizabeth A. Flaherty, Secretary; Rich Frerichs, Jeanne Grimsley.  
**Absent:** Shel Lundquist; Ray D'Agostino, Lancaster County Commissioner.

**System Staff:** Karla Trout, Executive Director; Mark Sandblade, Manager, Information Technology; Brenda Emerich, Cataloging/Acquisitions Manager; Ed Miller, Special Services Manager; Renee Christiansen, Youth Services Manager; Amanda Hatcher, Administrative Assistant.

**Guests:** 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 Diehl at 6:31 PM on Wednesday, January 15, 2020, at the Library System office. A quorum was present.

**Secretary's Report Minutes** Christina Diehl, President, referred to the minutes of the December 18, 2019 Regular meeting as included in the Board mailing.

**Motion** Ken motioned that the minutes be approved as presented. Dale seconded. The minutes were approved as presented.

**Treasurer's Report** No report this month. Ken stated that typically we don't have all our numbers in January to present the year-end report.

**Carry-over of 2019 funds to 2020 Budget** Ken Kohlmaier/Karla Trout – There are a number of projects that were started in 2019, but not completed. We are requesting to move the funds for those projects from the 2019 budget to the 2020 budget. Additionally, the new LSLC van was purchased in 2019. We were able to finance the van at 0% interest for 60 months, so we want to set aside the \$32,000 in reserve to cover future van payments.

**Motion** Rich motioned that the carry-over of funds be approved as presented. Ken seconded. The motion was approved as presented.

**President's Report** Christina Diehl met with a special committee comprised of Dale, Ken and herself to consider the Executive Director's compensation. Christina also formed a committee of Dale, Shell and Ken to consider the Executive Director's evaluation. These items will be discussed further in the Executive Session at the end of this meeting.

**Executive Director's Report** Since the publication of the Executive Director's report Meredith Hendrix-Jackson has decided to delay her leave.

Ken inquired about museum passes. Karla shared our newest museum pass for the Hands On House. She explained how the passes work. Renee informed the board that eleven museums participate in this program. Renee shared some of the positive feedback that we have received and lauded the museums for their giving.

Dale inquired how much progress has been made in the multi-factor authentication roll out. Mark stated that we are just beginning. Ken wanted to know about security for our technological assets. Mark stated that we are doing what we can right now at the right price point and then conducting cost benefit analysis as we progress. Micro segmentation is in the future. Mark considers steps in the right direction are more important than speed. We have many large IT projects this year. We will build security into the process. Encryption comes with upgrades. We are doing what we can to keep our information, hardware and software safe.

Dale asked about the President's Circle. Karla is evaluating it because it is popular with those that attend, but not many people attend. She is evaluating the audience, content and timing of the event, but is not considering ending it.

Dale asked about the touch screen monitors. Mark said that everyone is getting an upgrade to the touch screens on their self-checkout computers. Dale asked about wipes for the screens. Mark said that was a local library decision.

Elizabeth shared that Brad Rutter gave a shout out to the libraries in his hometown on his last appearance on Jeopardy! She also asked about Karla's participation at the Midwinter Conference. Karla stated that she will be part of a discussion focus group on the future of libraries. Elizabeth asked Karla to report back to the board on what she learns from this event. Elizabeth also inquired about how we support the Council of Friends luncheon. Karla informed the board that we provide a place for them to meet, office support, and other in-kind support of the author event. They maintain their own bank account. The tickets for this year's luncheon sold out the first day. They still have "speaker only" tickets available at \$40 each.

Rich appreciates the reports. Karla stated that there is no way a board can provide direction and oversight if they don't know what is going on.

Christina asked about the increase in funds to the Institute for Museum and Library Services (IMLS) and what direct impact it may have on LSLC. Karla explained that IMLS distributes Library Service and Technology Act (LSTA) funds through their grants to State programs. Those funds partially fund the operation of the Office of Commonwealth Library Bureau of Library Development, and also have in the past been used to provide competitive grants for library innovation projects. While those grants have not been available recently, she anticipates that they will be returning in the near future.

Director's Council  
Report

none

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) Wrapping the BeREADY rover
- 2) Hands On House pass
- 3) Ray D'Agostino will be the new commissioner serving with us.

Public Comment

Joyce Sands MTPL addressed the Board. Last year, she attended a LSLC Board meeting and requested that the Board consider a change to the State Aid funding formula, noting that Manheim Township Public Library's use continues to expand. They are challenged with providing library services to 58.8% of the users from outside their service area. She requested again that the board take up this issue. Joyce expressed her thanks and praise for Brenda & team, Mark & team, Ed Miller, Renee, and the Library System as a whole.

Karla commented about services areas, agreeing that we need to study them for potential realignment. Previously, libraries received money for checkouts outside their service area through the Access PA program; however, those funds are no longer available from the Commonwealth.

Adjournment

7:05 to executive session

Reconvene

8:04 pm the meeting was called back to order by President Diehl.

Executive Director

Compensation

**Motion**


Following an executive session, Ken made a motion to approve an adjustment to the Executive Director's compensation, retroactive to January 1, 2020. The motion was seconded by Dale, and unanimously approved by the board (minus Shel, as she was absent).

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

Next Meeting: Wednesday, February 19, 2020, 6:30 PM

Respectfully submitted,

Christina Diehl,  
President



Transcribed by  
Amanda Hatcher,  
Administrative Assistant

