

## Lycoming County Library System Board Meeting

April 9, 2024, at noon

In-person at the Hughesville Area Public Library: 146 South Fifth Street, Hughesville, PA and virtually via Zoom

**Trustees Present:** Diane Eck, President; Christie Foresman, Vice President; Larry Stout, Treasurer; Dennis Correll, Commissioner Mark Mussina, Diane Schneck

**Trustees Present Virtually:** Ben Brigandi, Secretary; Patricia Shipman

**Trustees Absent:** John Confer

**System Staff Present:** Kristin Caringi, Chief Financial Officer; Robbin Degeratu, Assistant Director; Nina Riggle, Executive Assistant to the JVB CEO

**System Staff Present Virtually:** Amy Resh, System Administrator

**Guests:** Amber Adams, Montgomery Area Public Library; Charlene Brungard, Jersey Shore Public Library; Penny Johnson, Hughesville Area Public Library

**Call to Order:** Diane Eck called the meeting to order at 12:03 pm

- Diane Eck opened the meeting by expressing regret for challenges regarding conduct of the February LCLS Board meeting. She is new to Robert's Rules of Order. She attended the March LCLS Directors' Meeting.

**Public Comment:**

- None

**Correspondence:**

- None

**Review of Minutes:** Larry Stout made a motion to approve the February minutes. Christie Foresman seconded the motion. All approved. Motion carried.

**Financial Report:** Kristin Caringi

Highlights:

- The auditors are currently in a final review of the 2023 LCLS audit.
- LCLS 990 engagement letters have been signed and sent. We will have an extension until November 15, 2024.
- Second quarter LCLS Aid payments were sent out to member libraries last week.
- The second payment for the audit was sent out and can be found on the accounting line.
- The LCLS general fund cash balance as of February 29, 2024 was \$799, 691.62. The balance as of March 31, 2024 was \$789,529.33.
- Diane Schneck motioned to accept the Treasurer's Report. Larry Stout seconded the motion. All approved. Motion carried.

**System Administrator's Report:** Amy Resh

Highlights:

- Amy Resh shared her gratitude for being able to attend this month's board meeting virtually, as she is participating in an Office of Commonwealth Libraries sponsored Natural Foresight training this week.
- Amy Resh expressed appreciation for Hughesville Public Library and Montgomery Area Public Library Boards of Trustees regarding her recent presentations at their board meetings.
- All member libraries are participating in Remake Learning and all have received grants totaling ~\$5,000.
  - Dana Brigandi will be issuing a press release about the Remake Learning events.
- Amy Resh shared notes on the upcoming Office of Commonwealth Libraries Draft Regulations.
  - Thanks was expressed for all the member library directors who have attended the forum sessions regarding these changes as these changes will have impacts throughout the System.
  - Member library directors are asked to submit the feedback form to OCL regarding the impacts these Regulation changes will have on their libraries, by April 29, 2024.

- The System Administrator will submit one on behalf of LCLS outlining System-level impacts.
- The language of the Regulations will refer to library systems as federations.
- All member libraries will need to meet the requirements for Incentive for Excellence Aid individually in order for the System to qualify for this level of State aid.
  - Currently two member libraries did not meet the standard of spending 12% of their operating budget on collections.
  - The board would have to decide if member libraries that do not meet qualifications would remain in the system, which would result in reduced state aid.
  - The current Regulations use aggregate numbers to determine System qualification for State aid.
- Library director qualifications are also being redefined in the Regulations.
  - Currently LCLS has 2 Professional Librarians, 2 Library Assistants, and 2 directors on waivers to achieve qualification.
  - In the Draft Regulations all member library directors would need to meet professional or provisional qualifications.
- Member library directors would need to be full time and on-site at least 20 hours each week.
  - All member library directors currently meet this standard.
- Dennis Correll asked for clarification about provisional versus professional libraries.
  - Provisional Librarians must have a bachelor's degree in any area with at least 12 library science credits.
  - Professional Librarians have a Master's of Library Science
- Library Federations must employ a full-time administrator with a professional certification.
  - This would be a large cost to the Federation to add a FT administrator that does not have a shared title with a member library.
- In the past 20 years, there have been blanket waivers. Libraries have been repeatedly told by the State Librarian, waivers will no longer be guaranteed. When this change is happening is unclear so preparing now to meet all standards is imperative to ensure we continue to receive Excellence State aid funding.
- Following this report there was a discussion about the changes and repercussions throughout the county.
- Dennis Correll asked if notification will be sent to member libraries regarding meeting all standards. Amy Resh noted once the state reports are finalized by the District Consultant, her final review of the reports will occur and compliance letters will be sent out.
- Library director status can be updated through TIMS system from the Department of Education.
- Christie Foresman motioned to accept the System Administrators report. Dennis Correll seconded the motion. All in favor. Motion carried.

#### **Committee reports:**

- Ad-Hoc Committee Creation – Diane Eck
  - This ad-hoc committee is being formed to create a plan to explore grievances within the System.
  - The members of this committee will be the Executive Officers and the System Administrator on an as needed basis.
  - The Ad-Hoc Committee will create a procedure to investigate grievances for the board's approval.

#### **Old Business:**

- none

#### **New Business:**

- LCLS Internet Acceptable Use Policy – DRAFT
  - Each member library currently has their own internet use policy.
  - Internet is a system provided service.
  - The draft was presented at the LCLS Member Library Directors' meeting. Directors made small edits. Five of the six member library director agree on the system wide policy.
  - Best practice for member libraries would be to rescind their previous policy and accept the system policy.
  - A system-wide policy helps the system of libraries to follow CIPA guidelines, state and federal regulations.

- This policy will be voted on at the June 11<sup>th</sup> LCLS Board meeting.

**Announcements:**

- The October LCLS meeting overlaps with the PaLA conference.
  - Diane Eck submitted a suggestion to cancel the October LCLS Board Meeting and to move the meeting on August 13, 2024 to Jersey Shore Public Library.
  - Christie Foresman motioned to move the August meeting to Jersey Shore Public Library. Diane Schneck seconded the vote. All in favor. Motion carried.
  - Christie Foresman motioned to cancel the October LCLS Board meeting. Diane Schneck seconded the motion. All in favor. Motion carried.
- Jersey Shore Public Library received a \$500 grant from BLAST IU for Remake Learning and will host a science show on May 9, 2024.
- Montgomery Area Public Library received donations through Raise the Region and grants through Remake Learning.
  - The borough is paying to refurbish new computers.
- Hughesville Area Public Library received 160 eclipse glasses from the Rotary and set up a live viewing event in the Library. They received gratitude and had many library card registrations and renewals.
  - The Library is raise trout through Trout in the Classroom at no cost to the Library. The fish will be released in June.
- Dr. W.B. Konkle Memorial Library had nothing to report.
- Muncy Public Library expressed appreciation for the \$1,000 grant through BLAST IU for Remake Learning.
  - The Library continues to host Teen Art.
  - Raise the Region exceed their expectations.
  - They are in their annual campaign now.
- Muncy Public Library and Montgomery Area Public Library were highlighted by NCLD for their cooperation between libraries.
- James V. Brown Library hosted an excellent eclipse event. Hundreds of people from the community came together.
  - The Library promoted cooperative events throughout the summer.
  - Their community is excited to be together again.

The meeting was adjourned at 1:15pm

LCLS Board Meetings and locations in 2024: June 11<sup>th</sup>, Dr. W.B. Konkle Memorial Library; August 13<sup>th</sup>, Jersey Shore Public Library; December 10<sup>th</sup>, Montgomery Area Public Library

*Respectfully submitted by Nina Riggle*