

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
October 29, 2007**

Call to Order

The regular meeting of the CCLS Board was called to order by President William Gould at 4:03 p.m. in the meeting room of the Cumberland County Library System, Carlisle.

Members: Nancy Besch, Nancy George, William Gould, Jane Graham, Jim Smith, Elizabeth Stone and Judith Yaw.

Others: Carolyn Blatchley, Jonelle Darr, Sue Erdman, Joy Hamsher, Cassandra Pepinsky (alternate) and Linda Rice.

Previous Minutes

The minutes from the September 17, 2007 board meeting were approved as prepared.

Treasurer's Report

The Library System Board unanimously moved to file the September 2007 Treasurer's Report for audit. Mrs. Besch asked what the contributions/gifts/donations line item of \$2405 included. Mrs. Darr reported that these are typically memorial gifts for the STAR program. She said that a number of longtime STAR customers had died in the past year.

Reports

Executive Director's Report

Learning and Innovation

Leadership Development: Shippensburg Named Friends Group of the Year

Mrs. Darr announced that the Shippensburg Public Library's Friends were named Friends Group of the Year by the Pennsylvania Citizens for Better Libraries in October 2007. A copy of the citation was distributed. ***The board suggested sending a congratulatory letter to the Shippensburg Friends.***

Financial Management

Resource Acquisition: Foundation Granted Federal Charitable Status

Mrs. Darr reported that the Cumberland County Library System Foundation has received public charity status from the Internal Revenue Service. Copies of the letter were distributed.

As a 501 (c) (3) organization, the Foundation may now receive tax deductible gifts and bequests from individuals or organizations to benefit countywide library services.

A news release was issued that credited Bruce Darkes at Beard Miller Company with his assistance in completing the required paperwork. The news release also clearly stated that the Foundation's purpose is to enhance the fundraising efforts of Cumberland County's public libraries by seeking funding from individuals or organizations for which individual libraries in Cumberland County are not eligible.

A simple website listing the foundation board members, bylaws, articles of incorporation and the IRS tax exemption letter was also created:
www.ccpa.net/ls/foundation.

Resource Management: Library Tax and Public Library Subsidy Allocation

Mrs. Darr distributed a corrected allocation spreadsheet for 2008 Library Tax and Public Library Subsidy funds. She noted that the correction does not affect the total amount each library will receive in 2008. The new version just correctly accounts for the distribution of \$3144 in increased state aid funds. (This amount had previously been shown as library tax funds). ***The library system board unanimously approved the corrected 2008 library tax and state aid allocation worksheet.***

Customer Services

Information Technology: Self Check Services

Work on the self-check station grant has started. The administrative office obtained last year's pricing on this year's model. This saved CCLS nearly \$6000 in additional charges. Five units were ordered and should be arriving in December/January. They are expected to be installed in January.

A customer survey will be conducted at Fredricksen, Bosler and Simpson the week of October 28-November 3 to determine customer satisfaction levels before self check stations are installed. A follow-up survey will be conducted in April 2008 after the units have been installed.

Information Technology: New Public Access Internet Computers

Using LSTA grant funds, 15 new public access Internet computers will be installed at member libraries in December:

- Amelia - 1 PC
- Bosler - 3 PCs
- East Pennsboro - 1 PC
- Fredricksen - 3 PCs
- John Graham - 1 PC
- Simpson - 2 PCs
- New Cumberland - 2 PCs
- Shippensburg - 2 PCs

Office 2007 will also be installed on all existing and new public access Internet computers in January 2008. Public services staff will receive an orientation to new Office 2007 features in December 2007.

Information Technology: Capital Area Library District Technology Grant

Each CCLS library, plus the system's administrative office will receive a \$1,111 technology grant from the Capital Area Library District in 2007-2008. The administrative office will use its grant to update the staff mobile training laptop lab. Sixteen laptops will be upgraded to Windows XP, Office 2007 and have wireless cards installed that will allow the equipment to

be compatible with member libraries' wireless networks. This will make them more useful for staff training classes. Once upgraded, they will be used to train public service staff on Office 2007's new features.

Information Technology: Smart Access Manager Software Upgrade

CCLS will update its Smart Access Manager (SAM) server software before libraries open on November 15, 2007. This software allows customers to login in to use public access Internet stations. It provides timed Internet sessions for the public and other session security features.

Information Technology: Remote Patron Authentication Server

In keeping with its five year life cycle upgrade plan, CCLS will use LSTA funds to replace its remote patron authentication server by February 2008. This server allows people to enter their barcode number and pin to use CCLS's reference databases.

Information Technology: Gates Opportunity Online Grant

A second round of Bill and Melinda Gates Foundation grants are being made available to Pennsylvania libraries that meet the Gate's Foundation's poverty criteria levels. These "Opportunity Online" hardware grants are for public libraries serving communities with high concentrations of poverty and that are at risk of having outdated technology.

For Cumberland County, all libraries but Simpson and Amelia meet the Gates Foundation's unique poverty criteria. Currently, Bosler, East Pennsboro, John Graham, New Cumberland, Shippensburg and Frederickson are considering whether they wish to participate in the Gates Opportunity Online program. Each library must provide matching funds to be eligible for the grants.

Libraries do not have to give their final answer to the Gates Foundation right now. Gates grants are contingent upon libraries providing new funds to match Gates grant dollars. Mrs. Darr is urging libraries to show interest until they are absolutely sure they are not able to participate. More information will become available over the next year as to what the matching fund requirements will be.

New Library Services: Language Line Interpretation Services

A telephone interpretation service was discussed with the library directors. Bosler and Simpson are interested in exploring this service in 2008.

Library System Service Statistics

Mrs. Darr distributed a summary of the administrative office's September service statistics.

Library System Bylaws

Mrs. Darr distributed a revised copy of the board's bylaws (August 20, 2007).

Commissioners' Meeting Report

Mrs. Darr distributed a written summary of the comments made by Commissioners and Chief Operations Officer John Byrne at the Commissioners' public meeting on September 20, 2007. The draft long range plan and long range financial projections were reviewed.

The Board agreed that a follow-up meeting with Commissioner Rovegno was

needed to clarify his desire for an endowment fund to be established. William Gould, Nancy George and Jonelle Darr will follow-up on this in December.

Long Range Plan Comments

Comments from member library board meetings regarding the draft long range plan were reviewed. In addition to the written comments, Mrs. Darr reported that Bosler's board commented that the support for meetings with local municipal officials was a good aspect. Mrs. Darr said that the Planning Committee would meet November 26 to review a revised draft of the plan. After its review and discussion, a final revision would be compiled for the system board's review and approval in December 2007.

Library System Board Tour

Five board members, four member library staff and one board member's spouse visited Fredricksen, Simpson, New Cumberland and East Pennsboro. ***The board agreed to postpone holding another countywide tour until 2009. The board agreed to host quarterly open houses at member libraries for other board members to attend. This may help those who work during the day to see other facilities in the county.***

CCLS Training Services Overview

Ms. Blatchley reviewed her responsibilities as CCLS Training Services Coordinator.

Unfinished Business

Advocacy Committee Report: Legislative Breakfast

CCLS's 16th annual legislative breakfast was held. Elected officials in attendance included: Commissioners Bruce Barclay, Gary Eichelberger and Rick Rovegno; Representatives Glen Grell and Jerry Nailor. Also staff liaisons from Senator Vance's office (Cara Phillips) and Congressman Platts office (Buck Swisher) attended. Representatives Will Gabig and Scott Perry called to apologize for missing the event.

Evaluation results and comments from board members, advocates and library directors who attended the event were distributed. Comments were highly favorable. The board agreed that the annual event should continue in 2008.

Advocacy Committee nominations are still needed from Amelia Givin and Bosler Memorial Board and Friends groups. Nominations are still needed from the Shippensburg Library Board.

New Business

System Board Nominations Needed

System board nominations are needed from the following member libraries by November 19, 2007. Those with expiring terms include:

- William Gould (Shippensburg)
- Elizabeth Stone (New Cumberland)
- Robert Florig (alternate) (Shippensburg)
- Jeff Wood (alternate) (Bosler)

There are no limit to the number of terms a system board member may serve.

It was also noted that Jim Smith and Sandy Pepinsky (alternate) will not be returning to the System Board in 2008.

System Board Officer Nominating Committee

Mr. Gould appointed Jim Smith and Elizabeth Stone to the 2008 Officer Nominating Committee. It was noted that all three current officers are eligible to serve another term.

News from Member Libraries

News from member libraries was shared.

Recognition of Visitors & Visitors' Concerns

There were no concerns from visitors.

Adjournment

The meeting adjourned into an executive session to discuss personnel issues at 5:20 p.m.

The next meeting of the Cumberland County Library System will be held on Monday, November 19, 2007 at the Cumberland County Library System administrative office at 4:00 p.m.