

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
April 16, 2007**

Call to Order

The regular meeting of the CCLS Board was called to order by President William Gould at 4:00 p.m. in the meeting room of the Cumberland County Library System, Carlisle.

Members: Nancy Besch, Nancy George, William Gould, Jane Graham, Sandy Pepinsky (alternate), James Smith, Elizabeth Stone and Judy Yaw.

Others: Nan Cavanaugh, Jonelle Darr, Sue Erdman, Darlene Ford, Carrie Haverman, Deborah Kelly, Linda Rice, Susan Sanders, and Denise White

Previous Minutes

The Library System Board minutes for March 19, 2007 were approved as submitted.

Treasurer's Report

Mrs. Besch asked Linda Rice to investigate filing forms to request a real estate tax exemption for 17 and 19 South West Streets. This would save CCLS over \$8000 annually. Mrs. Darr will clarify in the budget line items the amounts included in the line item "Cost of Raising Money". (Items currently reported there include Tax Collector Commissions and FICA taxes.) Mrs. Darr and Ms. Haverman will investigate whether Tax Collector's commissions and FICA taxes can be included in the system's Local Financial Effort, or if they were really a 'Cost of Raising Money' as defined by Commonwealth Libraries. ***The Library System Board unanimously moved to file the March 2007 Treasurer's Report for audit.***

2006 Audit Presentation

Deborah J. Kelly, CPA, Greenawalt & Co., reviewed the Library System's 2006 audit. Ms. Kelly stated that Greenawalt & Co. gave the highest opinion possible of the Library System's financial statements and accounting practices. Ms. Kelly complimented the excellent job that Jonelle Darr and Denise White do to maintain the Library System's financial records.

The management letter noted that the System Board and its management are to be commended for continuing to address many financial and organizational issues. The letter noted that the Board is also very receptive to suggestions for possible changes and improvements. As in prior years, the letter indicated that the Library System Board should consider additional internal controls to improve its accounting practices whenever possible.

Executive Director's Report

Library Services

Collection Agency Service Implementation: *The system board agreed to revise the Long Overdue Account Policy, reducing the threshold for collection agency referrals from \$75 to \$25 for lost materials, fines and/or fees.* CCLS plans to implement the Long Overdue Account Policy by July 1, 2007. Materials that become overdue on May 1, 2006, will receive notification that collection agency referral is possible if their account is not settled.

System Development & Cooperation

Trustee Training: Evaluations from the trustee training were distributed for review.

Capital Area Library District Report

District Consultant: Ms. Haverman reported that she is working on a number of training opportunities for both staff and trustees. She requested that trustees hold the evening of Tuesday, September 25, 2007 open to attend a special trustee training on fund raising and development. Ms. Haverman also reminded trustees that the free Trustee and Friends Institute will be held May 4-5, 2007 in Grantville.

Unfinished Business

Library System Foundation Board Appointments: An appointment is needed from the Amelia Givin Free Library to serve on the system's Foundation Board.

Finance Committee: Mrs. Besch reported that the CCLS Finance Committee will meet on May 22, 2007 to discuss Fredricksen Library's recommendations for Library System Bylaws changes. The committee's agenda was developed by the CCLS Executive Committee and sent to system board members for review. The agenda includes a brief history of Finance committee activities, Fredricksen Board's proposed bylaws changes and changes recommended by the Executive Committee. After reviewing the agenda, Mrs. Besch asked on behalf of the Fredricksen Board who attended the Finance Committee meetings that were listed on the agenda and where they were held. Mrs. Darr said that the Finance Committee history was compiled from meeting minutes dating back to the mid-1990's. All member library treasurers or their designees were invited to the meetings. She noted that the meeting minutes are available for review at the system office.

New Business

Advocacy Committee: A revised State Legislative Directory was distributed. Mrs. Cavanaugh proposed that the Library System Board reorganize its Advocacy Committee to form a new committee: Cumberland County Library Supporters. The Supporters would consist of representation designated by each member Library Board and Friends Group as the base group with additional members designated as needed to undertake effective action in all state and federal legislative districts in the Library System's service area. A two year term was proposed. Existing Advocacy Committee members would be invited to continue with a new two-year term. Thus far, only the John and Joyce Ensign have agreed to continue their service. ***The System Board unanimously approved the Advocacy Committee's reorganization into the Cumberland County Library Supporters.*** Committee member names are to be

submitted to Nan Cavanaugh at CCLS by mid-June. Committee members will be in place by July 1, 2007.

CCLS Large Print Books: *The System Board unanimously approved a gift donation of about 500 gently used large print books to the public library in Carlisle, Louisiana.* CCLS will cover the cost for postage at book rate.

Adjournment

The meeting was adjourned at 5:15 p.m. The next meeting of the Cumberland County Library System will be held on Monday, May 21, 2007 at the Cumberland County Library System administrative office at 4:00 p.m.