

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
March 19, 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 George, William Gould, Jane Graham, Sandy Pepinsky, James Smith, and Elizabeth Stone.

Others: Nan Cavanaugh, Jonelle Darr, Sue Erdman, Darlene Ford, Carrie Haverman, Dr. Tom Malin, Linda Rice, Susan Sanders, Alicia Stine, and Denise White

Previous Minutes

The Library System Board minutes for January 29, 2006 were approved as submitted.

Treasurer's Report

Mrs. Darr noted that the 2006 audit and final year end reports will be available by April 2007. *The Library System Board unanimously moved to file the February 2007 Treasurer's Report for audit.*

Member Library Presentation

Fredricksen Board Bylaws Recommendations: Dr. Tom Malin, President of the Fredricksen Library Board, presented the Fredricksen Board's recommendations for Library System bylaws changes that would address the fiduciary role of the System Board and allow for additional input into the Library System's budget process by member library treasurers. Mr. Smith commented that he would like to have feedback from the CCLS Finance Committee on this proposal before deciding upon a course of action. *The System Board unanimously agreed to convene a meeting of the CCLS Finance Committee by May 2007 to discuss Fredricksen Library's recommendations. In addition, the CCLS Executive Committee will meet to discuss the recommendation and to develop the Finance Committee meeting agenda.*

Executive Director's Report:

Library Services

Award-Winning Children's Programs: Mrs. Darr reported that four CCLS libraries will be recognized in the Pennsylvania Library Association's Best Practices for Early Learning program on March 21, 2007:

- **Born Learning Baby Bag:** Amelia Givin and Bosler libraries are being recognized for their collaboration with Success by Six, the South Middleton School District and Carlisle Hospital to provide *Born Learning Baby Bags* to all new moms who give birth at the Carlisle Hospital.

- **Mission Transition:** Fredricksen Library will be recognized for its pilot program, *Mission Transition*, which helps children make a successful transition to kindergarten.
- **Read to Me:** Shippensburg Public Library will be recognized for its *Read to Me* summer reading program that provides incentives for parents or guardians to read to infants and toddlers.

Output Measures Study: Member libraries conducted an Output Measures study February 25-March 10, 2007. To ensure a wide variety of responses from adults, teens, and children, each library completed 100 to 400 surveys during the two-week period, choosing various sample times of morning, afternoon, evening, and weekend periods. Survey results will determine reasons why people are visiting the libraries, title, author and subject fill rates, and customer satisfaction rates with collections, staffing and other services. Results should be available in April.

LSTA Grant Application: Mrs. Darr reported that the Library System's two Library Services and Technology grants were funded at reduced amounts. (Grant awards were reduced due to the volume of grant applications.)

One grant (\$18,000) will be used by the Simpson Public Library to purchase library materials for teens. The second grant (\$70,000) had originally been intended to purchase four self-check stations for Fredricksen (2), Bosler (1) and Simpson Public (1) libraries, as well as to purchase servers that would permit a migration to the next version of Horizon. However, the System was notified in mid-March that the library software company SirsiDynix was abandoning its planned development and improvements to the Horizon software, and was now focusing on a new product, code-named ROME, that is based on SirsiDynix's parallel Unicorn software platform.

After discussing this turn of events with Commonwealth Libraries, the state agreed that the Horizon migration could be cancelled, and that the grant funds formerly designated for new servers could be used for other purposes. A plan for the use of those funds must be submitted to Commonwealth Libraries for approval. The plan must also conform with the grant's original goals to improve public access computing services. Mrs. Darr said that a plan would be developed in consultation with the library directors and submitted to Commonwealth Libraries by the end of March.

The System Board unanimously accepted two LSTA Grants, \$18,000 for teen materials to be held by the Simpson Public Library and \$70,000 for self check units and improvements to public access computing.

Finance

Federal E-Rate Program: Mrs. Darr reported that she prepared a federal E-Rate application requesting \$59,958 in reimbursement for 2007-2008 wide area network and Internet services was submitted on February 6, 2007. (This is roughly 44% of the total cost for the wide area network service upgrade). CCLS should know the status of the application by summer 2007.

State Budget: Mrs. Darr reported that Governor Rendell's budget for fiscal year 2007-08 proposes increasing the State Subsidy for Public Libraries by 0.3%, up

\$250,000 to \$75.8 million. Unfortunately, this increase is insufficient to allow Commonwealth Libraries to run the would likely receive only \$393 more in 2008.

The Pennsylvania Library Association (PaLA) plans to lobby for a 3.5% increase. This level would allow for a modified run of the formula to restore local incentives and insure that no library loses funding when the formula is re-engaged.

A statewide legislative lobbying day will not be held in Harrisburg this year. PaLA recommends that library advocates hold events for legislators in their home districts in April or May in order to most effectively promote our message. Mrs. Cavanaugh and Mrs. Darr plan to work with CCLS's advocacy committee and member libraries to develop legislative contact plans for this spring.

Legislative Initiative Grant: Mrs. Darr reported that the Library Directors discussed possible uses of Senator Vance's \$10,000 Community Revitalization Fund grant for 2008 and agreed to request funds to purchase additional materials to meet the needs of Cumberland County's immigrant population.

Information Technology Service

Telephone Messaging Service: Mrs. Darr reported that CCLS launched its Telephone Messaging Service in March. The system averages 307 countywide calls daily, taking about 2 ½ hours to complete. Out of the 307 average calls, about 14 calls are not answered. This service is already saving libraries time and money, both in direct costs for postage and indirect costs for staff to make telephone calls and prepare notices.

Wide Area Network Upgrade: After review by Asst. Solicitor Stephen Tiley, contracts were signed with Level 3 to provide improved wide area network services for member libraries. As requested by the CCLS Board, Level 3 did agree to financial penalties should the service not be installed by July 1, 2007.

System Development & Cooperation

LSTA Grant: Five-Year Plan Development: The System Board reviewed the results of the Long Range Planning Committee's Telephone Surveys and Leadership Interviews. Next month, the staff and Board survey results will be reviewed.

Trustee Training: CCLS training for library trustees at member libraries will be held at the Comfort Inn Suites, 6:00 pm on Tuesday, March 27, 2007. Topics will include library organization and governance, CCLS services and policies. System trustees are encouraged to register and attend.

Capital Area Library District Report

District Consultant: Ms. Haverman reported that she is working on a number of training opportunities:

- Trustee/Staff training: "What You Don't Know Can Hurt Your Non-Profit"—Trustees may be interested in attending.
- Staff Training: Heritage Quest database, Morningstar database

Ms. Haverman also reminded trustees that the free Trustee and Friends Institute will be held May 4-5, 2007 in Grantville. Finally, district service contract negotiations will begin later this month.

Unfinished Business

Library System Foundation Board Appointments: Miss George reported that the Cumberland County Library System Foundation held its first meeting on March 14, 2007. The following officers were elected: President: Deborah Fulham Winston; Vice-President: Margaret Kortze; Treasurer: Louise Keckler; and Secretary: John McCrea. Board member terms were also established. She reported that the Foundation Board has the option to add 5 at-large board members to its roster. The Foundation Board has asked her to serve as an at-large member, and Miss George has agreed to do so. As for filling the remaining at-large Board positions or setting future meeting dates, the Foundation Board has deferred action until its 501(c) 3 has been obtained and the Foundation has substantive business to conduct. Miss George reported that the Foundation has \$862.99 in its account.

Development Software: Mrs. Darr reviewed the nearly yearlong selection process for choosing a development software package for use by the System's member libraries. She said that Blackbaud's Raiser's Edge software was recommended for purchase because of its price and the functionality it offers. ***Moved by Jim Smith and seconded by Nancy George, the System Board voted in favor 5 to 1 to purchase Blackbaud's Raiser's Edge development software, services, training and annual maintenance for \$45,773, with funds budgeted in the Cost of Raising Money line item (\$40,000), Computer Hardware Purchase (\$9165), and Continuing Education (\$108), subject to favorable review of the contract language by the solicitor.***

New Business

One Book, One Community: ***The Library System Board unanimously agreed to sell CCLS's remaining 2006 Kite Runner materials to Messiah College for \$500.***

Adjournment

The meeting was adjourned at 5:55 p.m. The next meeting of the Cumberland County Library System will be held on Monday, April 16, 2007 at the Cumberland County Library System administrative office at 4:00 p.m.