

**Cumberland County Library System  
Board of Trustees  
Monthly Meeting Minutes  
December 18, 2006**

**Call to Order**

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

Nancy Besch noted that the beautiful poinsettias were a gift to the Board from Nancy George. Miss George was unable to attend due to the level of activity at her business, George's Flowers.

**Members Present**

Nancy Besch, William Gould, Jane Graham, James Smith, Elizabeth Stone and Judy Yaw.

**Others Present**

Jonelle Darr, Sue Erdman, Joy Hamsher, Dennis Marion, Linda Rice, Susan Sanders and Denise White

**Previous Minutes**

*The Library System Board minutes for November 20, 2006 were approved as submitted.*

**Treasurer's Report**

*The Library System Board unanimously accepted the November 2006 Treasurer's Report as presented.*

**Executive Director's Report**

**Finance Management, Support & Cost-Effectiveness**

***Legislative Initiative Grant:*** Received word from Senator Pat Vance's office that CCLS will receive a legislative initiative grant for an online live homework help service called Tutor.com. ***[Subsequent to the meeting, Ms. Darr learned that the actual amount of the grant will be \$10,000. It is intended as 'seed money' for the Tutor.com service.]***

The Internet-base services would include:

- Academic assistance in math, science, social studies and English
- Help for students in 4<sup>th</sup>-12<sup>th</sup> grades and introductory college courses
- 35 hours of access each week anytime between 2:-- p.m. – 1:00 a.m. Eastern
- Access from the library, or home or school computers with a library card

The tentative date to receive the grant funds is 2007-2008. Ms. Darr will be working with Dr. Glenn Zehner at the Capital Area Intermediate Unit to introduce school superintendents and curriculum support staff to this service in order to obtain future collaborative funding for it.

**Children's Books Available:** Royer's Flowers "Bouquets For Books" will distribute approximately 300 new and used children's books to member libraries in January 2007.

## Library Service

**Telephone Messaging Service:** CCLS's new Telephone Messaging Service is set to start on Monday, January 8, 2007.

**County Commissioners meeting:** News articles appeared in the *Sentinel* and *Patriot-News* on December 15, 2006 regarding a Library System update Ms. Darr gave the County Commissioners at a public meeting. Unfortunately, the articles led with the information that the Telephone Messaging Service would start in January, instead of the information about the telephone survey that will be conducted in January. Much of the information about the Telephone Messaging Service was taken from a news release that was not supposed to be public until January 3, 2007.

The *Sentinel's* article also misquoted Ms. Darr as saying that The Telephone Messaging Service was "really going to reduce our costs". The *Sentinel* will print a clarification. Additionally, the *Patriot-News* will print a correction regarding the information Ms. Darr provided to County Commissioners about the results of recent focus groups. Ms. Darr stated that focus group participants commented on the "lack of depth in our non-fiction collections." The *Patriot-News* mistakenly said "fiction collections".

**One Book, One Community:** The One Book Steering Committee has revised the process of selecting the title for the One Book, One Community reading program. The selection panel has been divided into 2-tiers that consist of Book Advisors and Book Readers. Book Advisors may include community leaders, sponsors, media representatives, local government officials, librarians, readers, book sellers or anyone with an interest in the multi-county community reading program in Central Pennsylvania. Book advisors will participate in the annual selection process by suggesting titles outlined from the selection guidelines. Book suggestions for consideration needs to be submitted February 1, 2007. Book Readers are invited to serve on the selection panel by the selection panel co-chairs with the goal of at least two members from each participating county. The panel should have no fewer than 12 and no greater than 24 members. Both Book Advisors and Book Readers will be invited to special events as well as the kick-off celebration. ***Ms. Darr asked the Board to send her suggestions for Book Advisors by January 8, 2007.***

## Staff Recruitment, Training and Retention

**Staff Development Day:** Evaluations have been compiled from the countywide staff development day. Overall, the staff development day was:

Excellent	24.5%
Very Good	55.7%
Good	15.1%
Fair	3.8%
Poor	0.9%

The Training Advisory Team and the library directors have all discussed the event; and the 2006 Staff Development Day planning team will be meeting soon to begin planning for 2007.

## Information Technology Services

**Wide Area Network Evaluation:** CCLS has received Elert Associates final report regarding improvement to the system's wide area network last week. Discussion will take place later this week with the library system's Computer Services Department, Jonelle Darr and System Board member William Gould.

**Information Technology Plan:** Two corrections were noted on page 4: 1) Gerald Wilkes is the supervisor for the county's IMTO department, not Bill Finnerty and 2) the county no longer uses trunk lines for the Shippensburg and West Shore areas, rather the county has changed to a toll-free wide area network provided by Embarq. **After these corrections were made, the System Board adopted CCLS's Information Technology Plan, 2007-2010 as required by the E-Rate program.** It will be sent to the state for certification.

## System Development & Collaboration

**LSTA Five-Year Plan Development:** Final results were received from the focus groups. The next step in the process is a major telephone survey of 600 randomly selected households in Cumberland County. The telephone survey will take place in early January 2007 with the survey data available by the end of January. A draft survey text was distributed for review.

Online surveys of board members and library staff members will be conducted in January 2007.

Ms. Darr shared a letter from library customer Esther (Rusty) Miller stating her very positive thoughts about Cumberland County library services.

Ms. Darr distributed results of the recent focus groups conducted at member libraries by the Ivy Group. Chief among these were:

- Population growth and what that will do to existing services
- Community is becoming more diverse with Asians, Hispanics, Bosnians, etc.
- Many new residents have children and seniors
- Marketing of services is not good. Many people did not know the library offered many services.
- There were not a lot of technology-related issues.
- There was discussion about the collections: the nonfiction collection has no depth and should be weeded of older titles; young professionals commented that there are few titles or programs on technology, business and careers that would support them in their lives.

## Public Relations & Advocacy

**New Librarian Award:** CCLS's Training Services Coordinator, Carolyn Blatchley, is this year's PaLA New Librarian Award recipient. An article about her career as a librarian appeared in *The Sentinel*.

## New Business

**2007 Proposed Budget:** A slightly revised version of the proposed 2007 System budget was distributed by Ms. Darr. This budget corrected a few small spreadsheet errors in the copy distributed in November. The resulting changes did not change the revenue or expenditures by more than \$1000. ***A motion to approve the proposed budget was made by Jim Smith and seconded by Judy Yaw.*** Mrs. Besch called for discussion on the motion.

Ms. Darr reported that the Fredricksen Library board invited her to attend its December 14, 2006 meeting to address five sets of questions that Fredricksen's finance committee had raised. Ms. Darr said that she addressed the board's questions, and then addressed additional questions with the board over the course of an hour and a half. Ms. Darr said that Fredricksen's board expressed the following concerns:

1. The amount that Fredricksen receives in county library tax is much less than the amount Fredricksen's service area pays in library tax.
2. Fredricksen's service area is the largest in the county, yet it only has one representative (one vote) on the Board.
3. There was a 0% increase in 2007 library tax allocations.
4. The Fredricksen board believes that the System administrative office's budget is very large. The Fredricksen Board does not perceive the exact value of services provided by the System to Fredricksen.
5. The System Board, or a committee thereof, does not review the System budget extensively.
6. The Fredricksen board believes that member libraries do not have an opportunity for input into the System budget process.

Following this report by Ms. Darr, Mrs. Besch reported that the Fredricksen Library board unanimously voted to approve the proposed 2007 CCLS budget with the understanding that within the first quarter of 2007, a resolution from the Fredricksen board would be forwarded to the System outlining concerns to be used in strengthening the 2008 budget process. Those concerns may include, but not be limited to, the following:

1. There is no increase in County tax dollars to member libraries in 2007
2. The budget was not reviewed and approved by a Finance Committee of the CCLS Board
3. The Director of each member library should assist in the budget process and provide appropriate input
4. Budgets should be tied to a funding formula in order to ensure that future expenditures do not reduce funds to member libraries

Mr. Marion suggested that Fredricksen make specific recommendations for the System Board to address.

Ms. Darr reported that President Nancy George recommends that the System's Executive Committee meet to discuss Fredricksen's concerns after the first of the year. The Board agreed with this recommendation.

***Mr. Smith called for the question. The System Board unanimously passed the proposed 2007 Library System budget.***

**News from Member Libraries**

News from member libraries was shared.

**Adjournment**

The meeting was adjourned at 5:00 p.m. The next meeting of the Cumberland County Library System will be held on Monday, January 29, 2007 at the Cumberland County Library System administrative office at 4:00 p.m. There is no meeting scheduled for the month of February.