

Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
Monday, April 17, 2006

Call to Order

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

Members Present

Jane Graham, Nancy Besch, Elizabeth Stone, Margaret Kortze, William Gould, Nancy George, Judy Yaw

Others Present

Alicia Stine (alt.), Jonelle Darr, Sue Erdman, Darlene Ford, Susan Sanders, Carolyn Pfeiffer, August Pfeiffer, Linda Rice, Stephen Tiley, Deborah Keller, Carrie Haverman, Dennis Marion, Carolyn Blatchley

Previous Minutes

The Library System Board meeting minutes for March 20, 2006 were approved as submitted.

Treasurer's Report

Board members reviewed the March 31 balance sheet. Ms. Darr noted that this was the first 2006 report that reflects adjusted post-audit entries. However, while the total liabilities and equity are correct, the amounts are not categorized correctly. Of the total Retained Earnings, \$535,605.18, \$475,000 should be categorized as Unreserved-Designated-Strategic Development Fund. The remaining \$60,605.18 should be added to the Unreserved-Undesignated category, bringing it to a total of \$112,274.07. A corrected balance sheet will be available at the next meeting. Also, the spelling of reimbursable will be corrected.

The System Board agreed to table accepting the financial statements for audit until the May 2006 meeting.

2005 Audit

Deborah Kelly, CPA, Greenawalt & Co., reviewed the Library System's 2005 audit. Ms. Kelly stated that Greenawalt & Co. is giving the highest opinion possible of the Library System's financial statements and accounting practices. Ms. Kelly complimented the excellent job that Ms. Darr and Denise White do in maintaining the Library System's financial records.

The management letter noted that the System Board is also very receptive to suggestions for possible changes and improvements, and is continually striving to address a variety of financial and organizational issues. The letter also noted that whenever possible, the

Library System Board should consider additional internal controls to improve its accounting practices. Finally, Greenawalt recommended that the system prepare supplementary lists of year end accounts payable, accounts receivable and property, equipment and collection materials to be capitalized. (Ms. Darr indicated that these lists would be compiled in the future.)

Alicia Stine suggested that Miss George write a letter to the Commissioners to convey the audit and the excellent opinion offered by Greenawalt & Co. of the Library System's accounting practices.

The System Board tabled accepting the audit until its May 2006 meeting.

Reports

Executive Director's Report

Library Services

One Book, Every Young Child - The State's one book initiative for children launched National Library Week. Two CCLS libraries hosted author visits, and Jonelle Darr will appear in an abc27 News interview with Flora Postararo on her weekly series "Growing Up Great".

Ringling Bros. and Barnum & Bailey Circus Read-In - Ringling Bros. and Barnum & Bailey are collaborating with CCLS and the Dauphin County Library System to promote a Circus Read-In. This will include clown appearances in Dauphin County and the Fredricksen Library on Saturday May 6, 2006, at 1:00 pm. Children participating in the Read-In will be eligible for a drawing for a family four-pack of circus tickets at each member library.

Camp Hill Correctional Institution – Initiated by Fredricksen Library, CCLS donated 20 copies of each of the One Book titles (*Killer Angels*, *A Walk in the Woods*, *Rocket Boys* and *The White*) to the prison along with discussion questions for use by prisoners in book discussion groups.

Library Catalog Improvements - The Library System's online catalog now displays series title information.

Information Technology Services

Email Customer Notices - Email notices started on Monday, March 20, 2006. Over 1800 people have registered for the service, and comments are all positive.

Advocacy

State Trustee Institute - Nan Cavanaugh was a presenter at Commonwealth Libraries' State Wide Trustee Training Institute. CCLS's legislative breakfast handouts, its 2003 request to the Commissioners for additional funding and its recent performance management report for 2005 were included as part of the State Trustee Training manual's contents.

Financial Management, Support & Cost-Effectiveness

Accounting Software - Denise White and Jonelle Darr are evaluating new accounting software packages that will provide improved accounts receivable/payable, a more secure audit trail, better budget development support as well as integrate with the Horizon Acquisitions software. They have made two site visits to library systems to see demonstrations of MIP and Peachtree. They were very impressed by MIP, the software that Chester County Library System uses and are now investigating the cost.

System Development & Collaboration

CCLS Trustee Training - On Thursday, March 30, 2006, forty-two people attended the first CCLS Trustee Training. Comments were highly favorable.

Public Relations

National Library Week - Cumberland County's Commissioners released a National Library Week proclamation on Monday, April 3, 2006.

Budget Adjustment

Moved by William Gould and seconded by Elizabeth Stone, the Library System Board unanimously agreed to adjust the 2006 budget to reflect payment for Debt Collect and Telephone Messaging computer equipment and software in budget year 2006 rather than budget year 2005. A budget adjustment of \$27,015 will be made. Since this money.):

1. ***Increase income (Beginning Year Balance -3500) \$27,015 and***
2. ***Increase 2006 Expenditure (Computer Equipment and Software Purchase - 5320) \$27,015.***

Advocacy Report

May 23, 2003 is the Pennsylvania Library Association's State Legislative Day. Board members who are available to visit with a legislator that day were asked to indicate interest with Nan Cavanaugh.

Also, board members and guests were asked to write letters of thanks to Governor Ed Rendell (225 Main Capitol Building, Harrisburg, PA 17120) for his proposed increase to the public library subsidy.

District Consultant's Report

Carrie Haverman reported that she has been busy with a variety of activities:

1. Planning CCLS's local Trustee Institute with Jonelle Darr,
2. Facilitating visits by children's author Lindsey Barrett George,
3. Preparing for district library services negotiations,
4. Investigating the purchase of a new cube van. Due to the competitive prices received, the van may include a graphic design that includes the CCLS logo,

5. Preparing for several District Workshops (Public Speaking, Cultural Diversity and Marketing).

Finally, annual reports are due now from libraries to Jonelle Darr. Ms. Darr must review and send them to Ms. Haverman by the end of April.

Unfinished Business

Foundation Proposal

The Library System Board continued its discussion from the previous meeting regarding the formation of a Cumberland County Library System Foundation. Revisions suggested at the March meeting were made and distributed to Board members prior to the April 17, 2006 meeting.

Ms. Yaw stated that the Amelia Givin Library Board members expressed two concerns about the bylaws. First, the board was concerned about the lack of provisions for at-large board members in Article III, section 3.2, c. Specifically, there is no requirement that the “at large” members cannot all come from the same library, or from one library’s service area. Those who were present for the Finance Subcommittee meetings (Nancy George, Alicia Stine, Margaret Kortze, Stephen Tiley and Jonelle Darr) provided insight into the drafting of this clause. They said that the clause did not preclude people coming from one geographic area; however, it was doubtful that this would occur because the board would want a diverse mix of people with financial expertise. In addition, the seven core members of the board who are affiliated with member libraries would likely be working to assure a geographically diverse group of people.

Ms. Yaw reported that Amelia Givin’s second concern had to do with Article V, Section 5.2, c. Specifically, her board is concerned that the membership of the Development and Distribution Committee is not delineated as it is for the Executive and Investment Committees in subsections (a) and (b). The Amelia board believes that as a committee with substantive responsibilities that its membership should be defined. Again, those who were present for the Finance Subcommittee meetings provided insight into the drafting of this clause. Ms. Darr stated that the committee’s size and composition were intended to be flexible based upon the nature of the project or proposal. Mr. Tiley also pointed out that any recommendations made by the committee must be approved by the Foundation Board as a whole. After discussion, the board agreed to amend section 5.2.c. with the following statement.

- (c) Development and Distribution Committee. *The Development and Distribution Committee shall be composed of such number of Directors as the Board may determine, but if the Board does not determine otherwise, five (5) Directors, appointed by the Board.* The Development and Distribution Committee shall review all member library funding applications or requests and make recommendations to the Board, with the goal that funding to meet the community’s library service needs is distributed in an equitable and balanced manner...

Moved by Margaret Kortze and seconded by Nancy Besch, the Cumberland County Library System Board unanimously approved by roll call vote the proposed Cumberland County Library System Foundation Bylaws (as amended) and the formation of the Cumberland County Library System Foundation through the filing of Pennsylvania Articles of Incorporation and IRS Form 1024, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Service Code.

The board next considered whether to proceed with a request to Cumberland County Commissioners for the use of up to \$20,000 in Strategic Development Funds for the formation and organization of the Cumberland County Library System Foundation. Several board members believed that no funds should be spent on development software. Several others were concerned about contracting with the Bosler Development Officer for services and the possibility of a conflict of interest. However, after further discussion, the board agreed that it was important to move ahead with a single presentation to the Commissioners, presenting the ideas of the foundation and the proposed use of Strategic Development Funds.

Moved by Margaret Kortze and seconded by Judy Yaw, the Cumberland County Library System Board unanimously agreed to proceed with a request to Cumberland County Commissioners to use up to \$20,000 in Strategic Development Funds for the formation and organization of the Cumberland County Library System Foundation; however funds may not be expended without further board action.

Moved by Nancy Besch and seconded by Margaret Kortze, the Cumberland County Library System Board unanimously approved the expenditure of filing fees for the Foundation Articles of Incorporation and Internal Revenue Service Form 1024.

Due to the unanimous support for the Foundation, the Library System Board agreed that member library letters of support the formation of the foundation to the Commissioners were not needed.

Board Nominations

A nomination is still needed from the Amelia Givin Library Board for Robert Moser's unexpired term as an alternate.

New Business

Long Range Planning Committee

Miss George announced that the Library System Board needs to appoint a long range planning committee. Ms. Darr suggested the following members:

- Nancy George, President, CCLS Board
- James A. Smith, Member, CCLS Board
- William Gould, Member, CCLS Board
- Jonelle Darr, CCLS Executive Director
- Darlene Ford, Director, Fredricksen Library (Reference Resource Center)
- Linda Rice, Director, Bosler Memorial Library (Reference Resource Center)

- Sue Erdman, Director, Simpson Public Library
- Carrie Haverman, Capital Area Libraries District Consultant
- Dennis Marion, Human Services Administrator, Cumberland County

After further discussion, the board agreed that each member library should be represented. Nominations will be made by each member library at the next Library System board meeting.

Ms. Darr reported that the library system's request for proposals has been released. Responses are due by May 31, 2006. The committee will need to convene following that date to review the proposals and select a consultant. To date, six consultants have submitted notices of their intent to respond:

1. Himmel and Wilson
2. Joel & Sinclair Associates, LLP (Peter Joel and Stephen Sinclair)
3. The Ivy Group, Ltd. (Nancy Davis)
4. Miriam Pollack and Associates
5. Dennis M. Travis & Associates
6. RPA Inc. (Patricia L. Owens)

Updates

News from member libraries was shared.

Adjournment

The meeting adjourned at 5:45 p.m. The next meeting of the Cumberland County Library System will be held Monday, May 15, 2006 at the Cumberland County Library System administrative office at 4:00 p.m.