

**Cumberland County Library System  
Board of Trustees  
Monthly Meeting Minutes  
June 20, 2011**

**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, Carlisle.

**Members Present**

Nancy George, William Gould, Jane Graham, Liz Stone, Kevin Stoner and Marcy Whiteside.

**Others Present**

Jonelle Darr, Gary Eichelberger, Bonnie Goble, Linda Rice, Susan Sanders and Denise White.

**MINUTES & TREASURER'S REPORT**

**Previous Minutes**

*The Library System Board unanimously approved the May 16, 2011 board meeting minutes.*

**Treasurer's Report**

Mr. Stoner reviewed the Balance Sheet and Income and Expense statement for the month of May. *The Library System Board unanimously moved to file the May 2011 Treasurer's Report for audit.* The Board Treasurer reviewed and initialed May's bank statements, cancelled check records and reconciliation reports for the system's general, money market, certificate of deposit and LSTA accounts. The executive director's expense check for May was also reviewed and signed.

**REPORTS**

**Correspondence from State Legislators**

Mrs. Darr shared a letter from Representative Sheryl Delozier.

**Executive Director's Report**

**Learning and Innovation**

**Innovation**

*Vision for the Future*

Mrs. Darr plans to meet with member library directors several times in August to review recent workshop findings, view a few future-oriented webinars, and discuss new service ideas. An Intranet web site has also been created that features links to innovative libraries, articles about new service ideas, and links to workshop notes. This will be available to board and staff members who have Intranet accounts.

**Financial Management**

## **Resource Acquisition**

### ***Grant Ideas Reviewed***

The library directors reviewed a number of possible grant ideas that would be proposed as either Library Services and Technology Act grants or local foundation grant applications.

At this time, the directors have agreed to begin researching the following project ideas:

1. Lending eReader collection
2. Radio Frequency Identification tags for collection
3. Strategic Planning Consultant for next long range plan (2013-2017)
4. Staff development day speaker support
5. Collection development in the following areas:
  - a. Finance
  - b. Health and wellness
  - c. Information literacy
  - d. Basic literacy
  - e. Civic and social literacy

## **Resource Management**

### ***Audit Review with Commissioners***

The library system's 2010 audit was reviewed at the June 9, 2011 County Commissioner workshop meeting. The Commissioners also learned that in 2010, 1,265,261 people visited Cumberland County's libraries. That is more people than visited the combined total of our Cumberland County State Parks, the U.S. Army Heritage and Educational Center and the Carlisle's 10 car shows last year.

## **Resource Allocation**

### ***Formula Review Completed by Directors***

When the recession began and the library system first lost a significant amount of state funding in late 2008, the library directors and CCLS Finance Committee set aside the task of re-evaluating the system's fund allocation formula. One of our priorities this year was to complete this review and report the results back to the system board.

This review concluded at the May library directors' meeting. The directors unanimously agreed that the current formula is viable for the foreseeable future. The directors advise that the system should explore changing the formula only if it anticipates that significantly more annual funding will be received or if the system determines that it needs to change its current service emphasis on popular circulating collections and programming. ***All board members were in agreement with the library directors' recommendation.***

## **Customer Services**

### **Core Library Services**

#### ***Notices Being Sent***

Following the Horizon upgrade in late May, email and telephone notices were temporarily suspended. The service was restored about a week or so later.

## **Online Services**

### ***Hold Slip Printing and Self-Service Pick-Up***

A custom Horizon software modification has been completed and successfully tested at Bosler Memorial Library. The new software program eliminates the task of hand-printing customer names and affixing this information to each item that is set aside for pick-up by customers. Last year alone, staff performed this task nearly 400,000 times (more than 1000 times a day.) The software modification will save public services staff significant amounts of time and reduce eyestrain.

The software modification also allows member libraries to implement self-service pick-up of items requested by customers. Fredricksen plans to try this first. Once the software is installed at Fredricksen, the library will move the hundreds of items awaiting pick-up by customers to the public floor. This will save staff additional time by having customers retrieve items for check out. It will also free up space behind the circulation desk.

### **Processes and Evaluation**

#### **Efficient, Cost-Effective Processes**

##### ***Ritner Highway Building***

Demolition in the front part of the library system offices is complete. Using federal stimulus funds, the exterior lighting has been changed and HVAC services have been installed. The property is also separately metered now. Bids for the exterior façade will be released by the county in the next two weeks. Linda Rice indicated that Bosler's construction will likely begin in October 2011.

### **Strategic Marketing**

#### ***John Graham Director Position Posted***

An advertisement for the John Graham Library Director position was posted on the library system web site, statewide library email lists, the PaLA web site, the State System of Higher Education web site, and on the three ALA-certified Pennsylvania library school web sites.

## **UNFINISHED BUSINESS**

### **Proposed Policy Changes**

The system board unanimously adopted the following policy changes, effective July 1, 2011:

1. Long Overdue Account amendment
2. Confidentiality of Library Records amendment
3. Book/Video Drop Return of Items amendment
4. Ethical Guidelines for Library Employees and Officials amendment
5. Materials Selection Policy amendment
6. Public Relations and News Media Policy amendment
7. Employee Police and Child Abuse Background Checks
8. Public Computer Use Policy amendment
9. Recommended Personnel Policy Elements
10. Library Board/Executive Director Responsibilities

## **UPDATES**

**Library News**

News from member libraries was shared.

**Adjournment**

The meeting adjourned at 4:50 pm in to a brief Intranet training.

The next meeting of the Cumberland County Library System will be held on Monday, July 18, 2011 at the Cumberland County Library System's administrative office at 4:00 p.m.