

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
December 17, 2012**

CALL TO ORDER

A regular meeting of the CCLS board was called to order by President Nancy George at 4:00 pm in the meeting room of the Cumberland County Library System, Carlisle, PA.

Members Present

Bill Gould, Nancy George, Jane Graham, Alicia Stine, Elizabeth Stone and Kevin Stoner.

Others Present

Bruce Darkes, Jonelle Darr, Gary Eichelberger, Sue Erdman, Bonnie Goble, Linda Rice, and Denise White.

MINUTES & TREASURER'S REPORT

Previous Minutes

The Library System board unanimously approved the November 19, 2012 board meeting minutes.

Treasurer's Report

The Treasurer reviewed the Balance Sheet and Income and Expense statement for the month of November. It was noted that the LSTA account has been closed. LSTA grant funds are now received following the expenditure of local funds as a reimbursement; thus a separate, non-interest bearing account is no longer needed. After review, the **Library System Board unanimously moved to file the November 2012 Treasurer's Report for audit.**

Treasurer, Kevin Stoner, also reviewed and initialed November's bank statements, cancelled check records and reconciliation reports for the system's general, money market, online payments and LSTA accounts. The executive director's expense reimbursement request for December 2012 was also reviewed and signed.

REPORTS

Executive Director's Report

In addition to the executive director's report, Mrs. Darr shared Steve Tiley's written response to CCLS's question as to whether the library system board could take action to prohibit a problem customer from entering all member library buildings. After Mr. Tiley's review of the statute, regulations and case law, there does not seem to be a definitive answer. However, he recommends that it would be best if individual library boards took action against a customer, and not the library system board as a whole.

CUSTOMER SERVICES

Online Services – Provide customers with innovative, effective online library services

Computer Equipment Allocation

Mrs. Darr and Barbara Leach, CCLS' Automation Services Coordinator, have completed visits to each library to:

- Verify hardware inventory
- Review how the equipment is being used
- Understand future hardware needs

Using this information, Mrs. Darr plans to review the library system's current equipment allocation formulas and develop a new methodology for the board's approval.

The visits also helped to finalize Bosler's additional computer equipment needs and to learn what Shippensburg may require in its new facility.

To accommodate Bosler's immediate needs, Mrs. Darr agreed to order and install the following equipment for Bosler's new addition:

- 2 computers for staff
- 6 thin client catalog/database computers for the public
- 7 thin client circulation computers for staff
- 6 public access Internet computers

The equipment will be installed the week that Bosler is closed (December 17th). At this time, all of the new equipment will be purchased and supported by Bosler. (This may change once the library system develops its new equipment allocation formulas.) Bosler also plans to purchase about 2 more self-check stations.

In the not too distant future, Shippensburg's new facility will likely require the following equipment:

- 5 computers for staff
- 1 thin client catalog/database computers for the public
- 12 public access Internet computers
- 2 self check stations
- 15 laptops

Requests for Proposals Prepared

Two requests for proposals were issued in December. The first to be posted requests integrated library system proposals. Responses are due from vendors on January 22, 2013. To date, SirsiDynix (Symphony), Innovative (Sierra) and Polaris have each indicated their intent to respond.

The second request for proposals is for Internet and wide area network services. Responses are due January 11, 2013.

To review the integrated library system responses, CCLS staff members plan to make the initial review. Bill Gould and Chuck Achuff, a CCLS Finance Committee member as well as a Simpson board member who is head of Giant Foods information technology division, have agreed to be on standby to help with reviewing the responses. The CCLS Finance Committee has also agreed to meet if the financial portion of the proposal is higher than expected.

To review the Internet and wide area network responses, CCLS staff members along with our networking consultant Mark Foster will complete the initial review. Again, if needed, Mrs. Darr plans to call on Mr. Gould and Mr. Achuff as an extra set of eyes, along with the Finance Committee should the financial portion of the proposals be higher than expected.

The RFP's may be viewed and downloaded at: <http://cumberlandcountylibraries.org/rfp>. One more RFP is being prepared for a January posting to obtain competitive quotes for self-check equipment.

Library Roles and Initiatives – Explore and evaluate new library service roles and initiatives 2013 Priorities

CCLS staff members have prepared a list of 2013 system priorities. A draft was distributed to library system board members for review. Mrs. Darr asked that the board review the priorities, and after amendment, approve the document at its January 2013 next meeting.

The priorities included the following major initiatives:

- Integrated library system upgrade
- Internet and wide area network upgrade
- Competitive bidding and installation of at least 9 self-check stations
- Review of hardware allocation formulas
- Review of Reference Resource Center responsibilities
- Summer reading program outcome improvements
- Formal exploration of radio frequency identification tag technology
- Move from a proprietary commercial web content management system (CivicPlus) to a free open source product (Drupal)

FINANCIAL MANAGEMENT

Resource Acquisition – Obtain adequate resources

CCLS Foundation Activities

On behalf of the Foundation, the library system prepared and mailed about 80 year-end appeal letters to regional businesses. (These are businesses that the foundation had obtained approval from previously from member library boards.)

In 2012, the foundation has received \$12,100 in EITC donations. This is down 17% from the \$14,600 received by the close of 2011.

Resource Management – Manage resources effectively

Plans for Use of State Aid

The state is switching to a new computer system that allows libraries to complete their Plans for the Use of State Aid forms online. Usually, these forms are submitted by Thanksgiving. This year, the timing is later than normal due to the software switch. This may result in delayed state aid payments to libraries.

Mrs. Darr should learn when state aid payments will be made in the next week or so. If necessary, CCLS will be in touch with libraries to determine cash flow needs, and the need to possibly draw on the 90-day contingency fund.

To do this on a timely basis, the following motion was made by Mrs. Stone, and seconded by Kevin Stoner: ***the library system board approves the withdrawal of up to 50% or \$519,665 of its the budgeted public library subsidy payment from the system’s 90-day contingency fund in January. Motion carried unanimously.*** Mrs. Stine noted that once payment has been received from the state, the funds will be replaced into the contingency fund.

Resource Allocation – Allocate resources equitably

2013 Proposed Library System Budget

Both the library system directors and the CCLS Finance Committee have met to review the proposed 2013 system budget. Each group recommends approval of the budget to the library system board. After review, ***the system board unanimously approved a balanced 2013 budget for the system office.***

UNFINISHED BUSINESS

System Board Member Nominations

The County Commissioners have appointed the following individuals to the system board:

NAME	POSITION	TERM EXPIRES	COMMENT
Paul Fisher	Board member	12/31/2015	Filling Alicia Stine’s seat
Jane Graham	Board member	12/31/2015	Re-nomination
Jim Hutcheson	Board member	12/31/2015	Filling Nancy George’s seat
Marcey Whiteside	Alternate Board Member	12/31/2015	Filling Jim Smith’s seat
Diane Myers	Alternate Board member	12/31/2013	Filling Paul Fisher’s unexpired term as an alternate
Suzanne White	Alternate Board member	12/31/2015	Filling Mary Brunski’s seat

System Board Officer Nominating Committee

On behalf of the officer nominating committee, Mrs. Stine reported the 2013 slate of officers is:

- President: Bill Gould
- Vice-President: Kevin Stoner
- Treasurer: Paul Fisher

The board unanimously accepted and closed the 2012 officer slate. The slate will be voted upon at the January 2013 meeting.

NEW BUSINESS

Actions:

Fund Allocation

The system board unanimously approved a change in the Fund Allocation Policy. (This change was actually approved by the board at its October 15, 2012 with the approval of the allocation distributions to libraries, but the policy text had not been formally changed and approved.)

Fund Allocation ~~Projections-Calculations~~

(Creation & revision: 2/26/2001; [10/15/2012](#))

Fund allocation projections for the next calendar year are provided to member libraries by November of the current year. Service statistics for the fund allocation formula (circulation, resource sharing and program attendance) are based upon the [average of the three](#) most recent fiscal years of activity ([Fiscal year](#): July to June).

[For example, the allocation calculations for the 2013 budget year will be based on the average of library service statistics from July to June 2010, July to June 2011 and July to June 2012.](#)

Board of Directors – Position Description

The system board reviewed a draft system board of directors' position description and nominee application form. ***Alicia Stine moved to eliminate item 12 as a responsibility: "Contributing annually to the CCLS Foundation". The motion was seconded by Mrs. Stone, and approved by a 4 to 1 vote. The amended position description and nominee application form was then adopted unanimously by the library system board.***

Premium Only Plan

Mrs. Darr reported that Amelia Givin, Bosler Memorial, Fredricksen, John Graham, Simpson and Shippensburg libraries will participate in a joint Section 125 Premium Only Plan in 2013.

To approve this plan of action, the library system board unanimously adopted the following resolution:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective January 1, 2013, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

New Articles

Mrs. Darr distributed a news article about how the problem of bedbugs in libraries has been erroneously reported by *The New York Times*.

County Assistant Solicitor

Mrs. Darr reported that Steve Tiley has resigned his position as Assistant Solicitor with the county and will no longer serve as the library system's solicitor. Commissioner Eichelberger reported that the Commissioners have not taken action about filling this position. Until this matter is resolved, any legal issues should be referred to County Solicitor, Ed Schorpp.

Hampden Township

Commissioner Eichelberger reported that the Commissioners have discussed Hampden Township's request for additional library services to be located within its municipality. He said that the Commissioners' plan to refer the matter back to the system board so that Hampden's request can be included in the system's planning process.

UPDATES

Library News

News from member libraries was shared.

ADJOURNMENT

The meeting adjourned about 4:40 pm to celebrate Alicia Stine's and Nancy George's leadership on the library system board.

The next meeting of the Cumberland County Library System will be held on Monday, January 28, 2013 at the Cumberland County Library System's administrative office at 4:00 pm.