

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
May 19, 2008, Revised**

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

Others Present: Scott Christ, Jonelle Darr, Sue Erdman, Carrie Haverman, Tammy Miller, Susan Sanders, Linda Rice and Denise White.

Minutes & Treasurer's Report

Previous Minutes

The minutes from the March 20, 2008 board meeting were approved as submitted. (Note: The April 2008 meeting was cancelled; thus there were no April meeting minutes for approval).

Treasurer's Report

The Library System Board unanimously moved to file the April 2008 Treasurer's Report for audit. It was noted that the April report reflects all 2007 adjusting entries.

2007 Audit Presentation

Scott Christ and Tammy Miller, CPAs, Greenawalt & Co., reviewed the Library System's 2007 audit. In review of the auditor's management letter, the letter indicated that the Library System Board should consider additional internal controls to improve its accounting practices whenever possible. ***After the review of the audit, the system board unanimously accepted the 2007 audit. The board agreed to discuss additional internal controls at its June meeting.***

Reports

Executive Director's Report

Leadership Development

Judy Dillen Retiring: Director Judy Dillen will retire from the New Cumberland Public Library in July after over 40 years of service. An open house will be held on

June 22, 2008 at the New Cumberland Library's Foundation Hall to celebrate her career and achievements.

Darlene Ford Resigning: Darlene Ford, director of the Cleve Fredricksen Library, has submitted her resignation effective June 30, 2008. Ms. Ford plans to move to New York to help care for her elderly parents.

Trustee Training: An orientation for library trustees was held on April 29, 2008. Fourteen people attended the orientation. Of these fourteen, four were new trustees and nine had never attended system training before. Comments were very favorable.

Countywide Staff Development Day Scheduled: Mrs. Darr asked system board members to request that their local library be closed for public service on Wednesday, October 15 so that staff may participate in a systemwide staff development day. The theme is marketing library services.

Partnerships

STAR Service Outreach

Nan Cavanaugh met with Vicki Morley from the county's Office of Aging and Community Services. As a result:

- STAR brochures will be placed in the county Human Services Department lobby pamphlet rack.
- Department caseworkers will receive STAR brochures and information so that they are aware of the service.
- STAR brochures will be distributed to Ms. Morley's caseload of 45 homebound individuals who live in the West Shore.
- The STAR service will be listed in the Outreach Services section of the Family Resource Guide in 2009.

Ms. Morley also provided contact information for two additional hospice services that may be interested in STAR services.

Financial Management

Resource Management

Annual Reports & Audits: Quite a bit of time was spent in March and April completing state annual reports for each member library, as well as completing the system's own state annual report and audit. This year's audit was even more time consuming than in the past. We had a new auditor from Greenawalt who was not as familiar with many of our files, and thus had many questions. In addition, more stringent auditing standards required that more time be spent completing the audit.

Office Space: In Bosler's latest architectural drawings for new space, the system office will no longer be able to lease space from Bosler. Thus, the system will need to begin a search for new space in the next year.

Formula Committee

The Formula Review Committee had its first meeting in late March. Two more meetings are scheduled for May 27th and June 24th. Minutes were distributed to the board.

Foundation Board

The Foundation Board also met in March. Minutes were distributed to the board.

Advocacy for Resources

2008-09 Public Library Subsidy Funding

For the 2008-09 state budget, the Pennsylvania Library Association is asking the General Assembly to:

1. Establish an appropriation for the Public Library Subsidy of \$79,450,000, an increase of \$3.7 million, or 4.9%. (This is a modest \$2.2 million more than Governor Rendell's proposed 2% increase of \$1.5 million.)
2. Establish an appropriation of \$3,165,000, a \$200,000 increase for statewide services for the Libraries for the Blind and Physically Handicapped.

Nancy George, Jonelle Darr, Glenn Miller (PaLA), and Kara Boehm (Greenlee Partners lobbyist) met with Senator Vance. Senator Vance clearly articulated her support for PaLA's request. The system office will be sending each state legislator a letter enforcing the need for better state funding. **Board members were encouraged to write to Senator Vance for supporting this request.**

Nan Cavanaugh is also coordinating legislative visits by member library directors and advocates to communicate this message to CCLS's legislators.

Customer Services

Core Services

Simpson's LSTA Teen Collection Development Grant: Work on the Simpson's LSTA teen collection development grant is now complete. As a result, both the collection's size and circulation have increased greatly. In 2006, Simpson had 2,084 items in its collection that circulated 12,678 times. By the close of 2007, Simpson had 3,947 items in the teen collection, an 89% increase in size and its circulation was 19,173—a 51% increase from 2006.

Information Technology Services

LSTA 2007-08 Technology Grant: Work on the LSTA technology grant for self-check stations, new Internet computers, Office 2007 software for all 72 public access Internet computers and a replacement server for authenticating patrons who use databases from home is nearing completion. Work during the past two months has included:

1. Five self-check stations were configured and installed at Bosler, Simpson and Fredricksen libraries.
2. The self-check stations were made available to the public using a phased-in soft-launch approach. Equipment was tested at Bosler from April 1-13. A few

configuration changes were made, and then the equipment was turned on at Simpson on April 14 and Fredricksen on April 16.

3. Fourteen public access Internet computers were installed at member libraries in March and April 2008. Only one computer has not been installed. (This is due to wiring and location issues at the East Pennsboro Branch). This computer should be installed this month.
4. Public service staff received an orientation to working with Microsoft Office 2007 software on the public access computer stations. Laptops were also made available to staff for practicing at local libraries.
5. Office 2007 software is now being installed on all existing public access Internet stations.
6. The Remote Patron Authentication server was purchased, configured and installed in April without a problem. It is now providing authentication services for our database use.

By mid-May, all grant funds will have been spent. A final report will be prepared and submitted by July.

Re-Designed Cumberland County Website Launch: The county plans to launch a re-designed county government website on May 23 using its new content management software platform, CivicPlus. To see the website as it is being developed, see <http://pa-cumberlandcounty.civicplus.com/>. The current website will remain live until the end of the 2008. Until then, member libraries will continue to use the existing site (www.ccpa.net/lis) until a new site is developed and tested using the system's LSTA grant funds. As a county department, the library system's administrative office has already developed a departmental page on the new county website that links to the old member library site.

Blackbaud Raiser's Edge Database Clean-Up: In the past several months, a significant amount of the Executive Director's time has been spent coordinating the Raiser's Edge database clean-up as well as working with programmers to develop methods for easily importing Horizon data into Raiser's Edge and vice versa. All of this clean-up work will also result in a better Horizon database.

Blackbaud Raiser's Edge Training: The system has provided member libraries with more detailed training on how to work with the Raiser's Edge development database of names as well as how to enter memorial or tribute gifts into the software. Next month, we will provide training on doing batch entry and preparing thank you letters for member libraries.

Processes and Evaluation

Strategic Service Promotion

Self-Check Publicity: A news release was issued for the public launch of the self-check machines on May 1, 2008. The system also arranged for television news coverage of the self-check machines from the area's local CBS affiliate, WHP, Channel 21.

National Association of Counties Acts of Caring Award: A news release was issued announcing STAR's NaCO award. The news release was issued in conjunction with a Commissioners' meeting when the award was presented by Nan Cavanaugh to the Commissioners.

Statistical Reports

The Library System Board reviewed the 2008 Library System first quarter statistics.

Board Planning Calendar

The Library System Board reviewed the 2008 Board Planning Calendar addendum.

Financial Review:

2007 System Financial Review: Mrs. Darr reviewed the cost breakdown of system services by library and estimated amount of system-level services provided to each member library in 2007. The report required several weeks of work to sift through service data, the audited financial statements and then collaborate with system office departments to compile a narrative and prepare statistical information for presentation. Board members agreed that the report was very informative and will share some of the information with their local library boards. It was suggested that the report be prepared once every five years, perhaps in conjunction with the long-range plan. It was also suggested that Mrs. Darr contact Darlene Ford or Debbie Lupold about presenting the information in it (as well as system trustee orientation information) to the Fredricksen Board in the summer.

District News

Ms. Haverman reported that child abuse reporter training was conducted on May 12 at East Shore Area Library. The district is finalizing multi-district staff workshops. Negotiations on the district services agreement for 2008-2009 continue. There may be a significant change the titles available in eAudiobook format. A district library meeting will be Thursday, May 22nd.

Unfinished Business

Advocacy Committee

Mr. Gould reminded members that Advocacy Committee representatives are still needed from Amelia Givin's and Bosler's board and friends' groups.

New Business

There was no new business to come before the board.

News from Member Libraries

News from member libraries was shared.

Recognition of Visitors & Visitors Concerns

There were no visitor concerns.

Adjournment

The next meeting of the Cumberland County Library System will be held on Monday, June 16, 2008 at the Cumberland County Library System administrative office at 4:00 p.m.

CCLS Formula Review Committee
Minutes from the Inaugural Meeting
March 31, 2008 – Revised, April 28, 2008

The following abbreviations will be used in this document, and future meeting minutes, to reference CCLS Locations within this document:

AME = Amelia Givin Library in Mount Holly Springs;
BOS = Bosler Memorial Library in Carlisle;
CADM = System Administrative Office in Carlisle;
CCLS = Cumberland County Library System – the seven member libraries, one branch and one administrative office;
EPB = East Pennsboro Branch of Fredricksen;
FRE = Cleve J. Fredricksen Library in Camp Hill;
JGR = John Graham Library in Newville;
NCU = New Cumberland Public Library;
SHP = Shippensburg Public Library;
SIM = Joseph T. Simpson Public Library in Mechanicsburg.

5:30 “Getting into the room”

- Nancy Besch, Committee Chair, welcomed all members.
- Gerry Gorelick, Facilitator, reviewed the meeting intentions (listed below) and proposed that we spend our March 31 meeting talking about:
 - how we want to work together
 - examine the context in which the work needs to be done in order to be effective
 - figuring out the steps to getting there

Meeting Intentions

- Create a shared baseline understanding of the Committee’s work.
- Establish the principles & methods that will guide the Committee’s work.
- Map out key steps in this work and agree on immediate next steps, through next meeting.
- Allow members to get to know one another and begin to form a working group.
- Introductions (each person stated their name, CCLS-related roles and a brief description of one thing that “Committee success” would entail)
 - **Bill Gould** – Board Secretary (SHP); success is answering the question, “Does the formula need to change?”
 - **Susan Sanders** – Director (SHP); success is coming to consensus

- **Dennis Marion** – Human Services Director and Acting Chief Operations Officer (Cumberland County); peace in the kingdom
- **Linda Rice** – Director (BOS); success is development of a “we” mentality (no “us against them”)
- **David Coover** – Treasurer (SIM); if we believe the formula is broken and needs to be changed, we have the wrong attitude – it may not be broken
- **Sue Erdman** – Director (SIM); peace in the kingdom
- **Alicia Stine** – Treasurer (FRE); knows we will come to consensus; many changes since 1999 and we should attempt to create another formula that addresses these changes
- **Darlene Ford** – Director (FRE); a fresh look at things that assures we are all on the same path; a formula which is equitable and enables libraries to operate
- **Sara Ann Arbegast** – Board Member (JGR) substituting tonight for Sally Smith (Director - JGR); fairness
- **Bob Over** – Treasurer (JGR); amicable agreement – we all want money, but we cannot leave with hard feelings
- **Kathy Steiner** – Treasurer (AME); avoid hard feelings
- **Cindy Thompson** – Director (AME); agree to disagree – considerate and respectful conversation
- **Judy Dillen** – Director (NCU); would like the county system to be less competitive for funding among libraries – would like it to be amicable
- **Jonelle Darr** – Executive Director (CADM); peace in the kingdom and maintaining good working relationships
- **Nancy Besch** – Board Member (FRE) and Board Treasurer (CCLS); information – listen to each other and walk away feeling it was fair – disagree without being disagreeable
- **Background:**
 - Gerry shared his background and role (this was shared prior to the meeting via email as Attachment A) – he is here as a process expert, to set out the Committee’s tasks and keep those tasks front-and-center without distraction. He is not bringing us the answers, rather helping us to create the answers.
 - The CCLS Board created a Charter to document the authority and responsibility of this Committee. This Charter was shared prior to the meeting via email as Attachment B, and was examined at the meeting.
 - **Bob Over read the purpose of this committee:**
 1. To educate staff and trustees about funding formulas used by other library systems,
 2. To reach committee agreement on indicators to be incorporated in the distribution formula, and
 3. To recommend an equitable fund allocation strategy for county and state subsidy funds to the library system board, with an implementation plan that holds all libraries harmless at current funding levels.

- 1. To request preparation of financial, statistical or historical background information as it pertains to possible library system allocation strategies,
 - 2. To review the library system's current fund allocation strategy's equity, and
 - 3. To recommend an equitable fund allocation strategy to the library system board for its consideration and review; and, if changes are recommended, key implementation plan factors.
 - 1. Evaluates the library system's current fund allocation goals and fund allocation strategy,
 - 2. Evaluates the current fund allocation strategy's success in achieving its stated goals and in providing equitable funding to provide countywide library services,
 - 3. Evaluates the current fund allocation strategy's success in providing sufficient funds to meet minimum Pennsylvania State Subsidy requirements for library services — both for system member libraries and the system's designated headquarter(s) unit(s),
 - 4. Identifies key components of an equitable fund distribution strategy for the foreseeable future,
 - 5. Recommends an equitable fund distribution strategy for the Cumberland County Library System,
 - 6. Identifies reasons for changing the current fund allocation strategy or maintaining the status quo; and if changes are recommended, suggests how and when a new allocation strategy should be implemented, and
 - 7. Identifies key factors that should trigger future allocation strategy reviews and/or changes.
- Reference Resource Center Committee – Jonelle explained the role and tasks being performed by the Reference Resource Center planning committee.

As outlined by the system board's five-year plan, this committee is charged with reviewing the current responsibilities of CCLS's two Reference Resource Centers, both as they apply to meeting the needs of Cumberland County residents and the requirements of the Pennsylvania State Library Code for system-designated headquarters units.

Comprised of member library directors from Bosler, Fredricksen and the CCLS executive director, the committee's work is facilitated by the Capital Library District Consultant. Its work has been augmented by reference staff at Bosler and Fredricksen as well as administrative office department managers. The committee began its work in late 2007. Recommendations from this committee are reviewed by all member library directors at regular monthly meetings. All library directors have also provided online survey input.

The Reference Resource Center Committee hopes to have its final recommendation endorsed by the Library Directors this spring. The recommendation will then be forwarded to the Formula Review Committee for its consideration by summer. The Formula Review Committee will need to consider the Reference Resource Center Committee's recommendations as it evaluates and recommends a fund allocation strategy to the Library System Board.

- **Approval Process for Recommendations**

The Formula Review Committee will make recommendations to the Library System Board for the System Board's final review and approval. The Library System Board may choose to have these recommendations reviewed for comment by each member library board. If that is required, at least two months are generally needed to obtain feedback from member library boards before any action would be taken by the Library System Board.

- **System Budget Year – The Committee's Charter states:**

The Library System Board determines member library allocations by September of each year for the coming fiscal year. Thus, any recommendations that might affect the next fiscal year would need to be approved by the Library System Board at its August meeting.

Ensuing discussion pointed out that making a recommendation in time for August approval by the System Board was an ambitious timeline. It allowed less than 5 months for the Committee to frame its recommendation and for member Library Boards review. The sense of the group was that our recommendations will either need to be implemented in FY 2010 or else special arrangements will be required for its introduction mid-FY'09.

- **Questions and Responses:**

Darlene: Will the role of the Library System (and its use of county and state subsidy funds) be examined (because it is not currently part of the funding formula)? Explained that the Administrative Office currently takes what they need off the top and the libraries use what is left – does this group need to examine that and possibly involve the role of the System in the formula as a whole?

- **Jonelle:** the question is open for discussion.
- **Nancy:** all recommendations could have an impact.

- **Dennis:** Shift in the business process means things may be managed in the future differently than they were when the first formula was created – there may be different amounts of revenue available for administration-identified functions that have changed over the years (tasks that have been swapped or eliminated.)
- **Jonelle:** Roles of the administrative office are outlined in our long range plans. When new roles evolve, they are based on fulfilling these plans.
- **Alicia:** The formula is our main topic. When the administrative office takes on more roles, it takes away from the money that goes to the library. Library services should be our main focus.
- **Response from Cindy:** It sounds like there needs to be budgeting for the System functions.
- **Jonelle:** If there is a percentage increase, the system administrative office works within that percentage increase (or less.)
- **Alicia:** There needs to be more transparency – a policy statement reflecting how much is allocated for system administrative use.
- **Dennis:** The existence of the County’s reserve fund is a transparent and non-negotiable point. The use/application of that money is not transparent. It is to be used as a core fund for emergencies or greater enhancement, and is outside the formula. This reserve money can only be allocated after proper proposal and approval process.
- **Alicia:** Our boards need to be aware of the function of this reserve fund. Need to be able to explain how the tax dollars are being spent.
- **Dennis:** Perhaps administrative funding should be operated within a certain bandwidth; need to sort out funds that are truly administrative and those that are actually funding day-to-day operations of the library.

Judy: Noted that requests for support from Reference Resource Center by member libraries had greatly diminished in the last 10 years. How will that be handled if the committee is required to hold libraries harmless?

- **Jonelle:** clarified what Judy was saying
 - **Gerry:** asked for intention of “hold harmless”
 - **Jonelle:** clarified that “hold harmless” meant that additional funds were required to ensure that no library receives less than what it had received before any funding change was made.
 - **Dennis:** questioning what the funding impact is
 - **Gerry:** This is a question that will certainly come up again when the proposed plans of the Reference Resource Center Committee are submitted.
- Formula history documentation (this was shared prior to the meeting via email as Attachment C) and all team members are asked to review it.
- Gerry asked the group to respond to the questions of “Why this task? Why now?” Granted, the Committee was commissioned by the system board. But what are the factors prompting this task now?
 - **Jonelle:** Money is getting tighter
 - **Bob:** Costs are rising (electricity, oil, etc.)
 - **Sara Ann:** Rise in wages; difficult times create increased consumer demand
 - **David:** Rise in utility costs
 - **Judy:** NCU percentage of the allocation has been shrinking for the first time

- **Sue:** This was identified in our strategic plan as something that needs to be done
- **Alicia:** Increased population; increased need for services
- **Darlene:** With three libraries looking to increase or expand, there will be more demand on all of the libraries in the system

6:15 “How we want to work together”

- Who are the stakeholders that are impacted by, or impact, our library system?
The group brainstormed this list:
 - Taxpayers
 - High school kids
 - Poor people who can or do read
 - County commissioners
 - Municipal funders and leaders
 - Library board members and staff
 - Donors
 - Commonwealth Libraries
 - People from surrounding counties who use our services
 - Children
 - Realtors
 - Library vendors
 - Economic development entities
 - Seniors
 - Friends groups
 - All library cardholders
- Round robin: What are your stakes in the outcome? Bob indicated it ought to be obvious what the libraries’ stakes are on this issue. Gerry clarified that he is seeking the stakes with respect to the larger picture of all stakeholders.
 - **Darlene:** Authority - figure out who is cutting the pie. Does the system dictate how many dollars are available to the libraries and which services it will pay for? Or do the libraries dictate how many dollars the system should have available to them and choose to pay for services?
 - **Alicia** - As a system, we must recognize the needs of smaller libraries and make sure they are able to keep their doors open.
 - **Bill** – Centralized services need to be examined; need to understand the role of the administrative office in providing services that individual libraries could not perform with as much efficiency.
- Desired principles, ground-rules, values
 - Outcomes
 - Decision-making
 - Majority rules on decision making, with each person present having a vote (Nancy, as chair, will not vote, unless there is a tie.)
 - Self-management: speak up and communicate opinions without being too verbose or interrupting.
 - Do your homework.
 - Sharing information with your respective board members is permissible (and expected); using a single summary document is preferred.
 - All minutes will be approved by the entire group at the following meeting.
 - Continuity of members – attempt to send the same person to each meeting; substitutes are okay.

6:50 Next steps

- Key tasks and sequence

Evaluation

- Evaluate current formula in terms of its goals and strategy
- Evaluate current formula in terms of its success in achieving its goals and achieving equity
- Research other formulas in other library systems
- Examine the requirements of the State Library Code regarding member libraries and HQ units, and the sufficiency of the current formula in addressing the dollar impacts of those requirements

Recommendation

- Receive and evaluate the recommendation of the Reference Resource Center Committee
- Identify the indicators that are relevant going forward – what deserves to be weighed?
- Subjectively defining equity so that we can identify the criteria that matter
- Recommend an equitable fund distribution strategy, including the reasons for any changes (or for no change)
- Recommend an implementation plan – how/when

Looking ahead

- Identify the key factors that ought to prompt future review of and possible changes to the formula
- Next meeting agenda elements – what is most important?
 - **Question:** which budget year can this be done in?
 - **Answer:** rather than rush creation in four months or wait sixteen months, a hedge fund could be created for partial year implementation
 - **Consideration:** the work of the Reference Resource Center Committee should not be rushed.
 - **Decision:** review our current formula in terms of trends and actual dollars allocated; we will not begin creating new allocations of the formula without looking at outside factors / other formulas from other systems
- Pre-work required – not discussed

7:15 Closing

- Next meetings:
 - May 27 at 5:30 PM (5 PM dinner option); location will be Amelia Givin Library, Mt. Holly Springs
 - June 24 at 5:30 PM (5 PM dinner option); location will be Comfort Inn Suites, Carlisle
- Confirm accountabilities (who/what/when) – not discussed
- How did today's meeting go?
 - Write larger on the board
 - Encourage everyone to speak

**MINUTES OF ANNUAL MEETING OF
CUMBERLAND COUNTY LIBRARY SYSTEM FOUNDATION
MARCH 12, 2008
19 South West Street
Carlisle, PA 17013**

The first annual meeting of the Cumberland County Library System Foundation was held in the CCLS office, 19 South West Street, Carlisle, PA 17013, at 5:30 p.m., on Wednesday, March 12, 2008. In attendance at the meeting were the following: Jonelle Darr (CCLS and Foundation executive director), Nancy George (at-large director, Class of 2008), Joseph Cretella (Shippensburg director), Deborah Fullham-Winston (Bosler director), Shaun Eisenhower (Fredricksen director), John McCrea (John Graham director), and Thomas Witt (New Cumberland director). It was noted that the Amelia Given Public Library has named Cheryl Lenker as its foundation director...

The meeting was called to order by President Deborah Fullham-Winston at 5:30 p.m. Minutes of the organizational meeting held March 14, 2007, were approved as submitted on a Nancy George/Joseph Cretella motion. The Foundation Financial Report, dated March 1, 2008, was approved on a Joseph Cretella/Nancy George motion.

The next order of business was the election of officers of the Foundation. Thomas Witt moved (seconded by Joseph Cretella), and unanimously approved by the Board, that the slate of officers serving the Foundation in 2007, be nominated, and elected, for another one-year term. There were no further nominations, and the Secretary was directed to cast a unanimous ballot for the following slate of officers:

President – Deborah Fullam-Winston
Vice President—Margaret Kortze
Secretary---John McCrea
Treasurer---Louise Keckler.

On a Nancy George/John McCrea motion, the Board elected Joseph Cretella an at-large member of the Executive Committee (for a regular term through the end of 2008—or until the Foundation annual meeting of 2009). By consensus, the Board decided to not make appointments to the Investment Committee or the Development & Distribution Committee at this time.

OLD BUSINESS

Some discussion was held about the requirement for the Treasurer to file a surety bond. Joseph Cretella suggested that the by-laws should be amended to reflect a more realistic standard. On a Joseph Cretella/John McCrea motion, the Board approved amendment of the by-law dealing with surety bond requirements. The proposed amended by-law will read as follows:

The Treasurer shall give bond with a surety company in an amount established by the Board of Directors for the faithful performance of the duties of the office. The bond shall be filed with the Secretary of the Corporation.

The Board discussed whether to fill any additional “at-large” Directors’ positions and decided by consensus to fill two additional positions. On a Nancy George/Thomas Witt motion, the Board elected Bruce Darkes and Elyse Rogers “at-large’ Directors of the Foundation (It will be necessary at the next meeting to set the terms of office of these new Directors).

Some minor changes to the job description of executive director were approved by the Board on a Joseph Cretella/Nancy George motion. The changes would be incorporated in the written job description and presented for final approval at the next Foundation meeting...

NEW BUSINESS

Jonelle Darr advised the Board of the IRS e-filing requirements. The form 990-N filing is due May 15, 2008. When CCLS receives this form, Jonelle Darr will complete it and file it electronically.

Jonelle Darr advised that registration with the State Charitable Organization Bureau (SCOB) is not mandatory, but many fund-raising groups do register. The amount of any filing fee was not known. It was noted that registration with SCOB should perhaps be established as a goal for 2009.

The Board reviewed the CCLS five year plan for countywide service priorities. The need to identify funding sources---and the standards/priorities of these funding sources---was emphasized. Funding requests from the member libraries are a better “bottom up” procedure, rather than having them originate at the CCLS level. On a Shaun Eisenhauer/John McCrea motion, the Board approved and endorsed the invitation of local library development coordinators to be in attendance at Foundation meetings...

After discussion of the planned giving proposal of Nancy Saidis, it was decided to table any action due to a perceived by-laws conflict.

A date in early June will be selected for the next Foundation meeting. Most people agreed that 5:30 p.m. would suit as meeting time...

There being no further business to transact, the meeting was adjourned at 6:55 p.m. on a John McCrea/Joseph Cretella motion...

Respectfully submitted,

John McCrea, Secretary