

**Cumberland County Library System  
Board of Trustees  
Monthly Meeting Minutes  
June 16, 2008**

## **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, Nancy George, William Gould, Elizabeth Stone and Judy Yaw.

**Others Present:** Nan Cavanaugh, Jonelle Darr, Sue Erdman, Carrie Haverman, Linda Rice, Susan Sanders, Alicia Stine, Steve Tiley and Denise White.

## **Minutes & Treasurer's Report**

### **Previous Minutes**

*It was noted that page 3, under Advocacy For Resources, number 1 should read 2.2 million rather 1.2 million. After this correction, the minutes from the May 19, 2008 board meeting were approved as submitted.*

### **Treasurer's Report**

*The Library System Board unanimously moved to file the May 2008 Treasurer's Report for audit.* The Board Treasurer also reviewed and initialed May's bank statements, cancelled check records, and reconciliation reports for the system general operating fund and the system's foundation account.

## **Reports**

### **Executive Director's Report**

#### **Leadership Development**

**Farewell Reception for Darlene Ford:** The library system board is invited to attend a farewell reception for Darlene Ford on Wednesday, July 2, 2008 from 6:30 to 7:30 pm in Fredricksen Library's atrium. Ms. Ford has accepted a position as executive director of the Mid-York Library System in Utica, New York.

**Retirement Reception:** The library system board is invited to attend a community open house honoring Judy Dillen's 41-year library director career on Sunday, June 22, 2008 from 5 to 7 pm in Foundation Hall. *The library system board unanimously agreed to send Mrs. Dillen a congratulatory letter thanking Mrs. Dillen for her service and her willingness to continue helping the library system after her retirement.*

**Clarion Student Intern:** Sarah Weeks, a reference librarian at Fredricksen Library and currently an MLS student at Clarion University, will work with the library system’s automation staff as an intern this fall for 10 hours a week.

**Financial Management  
Resource Management**

**LSTA Grant Contracts Received:** The final executed contracts for both the system’s \$90,000 website re-design grant and Simpson Public’s \$9000 audio-visual grant have been received. Project activities have started.

**\$10,000 DCED Grant for English Language Learners:** At the end of last year, the library system received \$10,000 from a Department of Community and Economic Development grant sponsored by Senator Vance. Libraries have now discussed project activities. Since the target audience (English language learners) differs from library to library, each library will identify its community’s target groups and purchase materials accordingly. All the materials purchased will be about becoming a citizen, learning English or about basic American culture. Funds are to be spent by August 15, 2008. Using the system’s fund distribution formula, each library will receive:

<b>Distribution (by formula)</b>	<b>Total</b>
Amelia Givin	\$687
Bosler	\$2,055
Fredricksen	\$3,087
John Graham	\$410
Simpson	\$1,830
New Cumberland	\$1,077
Shippensburg	\$855
<b>TOTAL</b>	<b>\$10,000</b>

**May Formula Review Committee Meeting:** Minutes (draft) from the May 27, 2008 Formula Review Committee meeting were distributed to board members.

**Advocacy for Resources**

**Legislative Visits and Correspondence Updates:** Letters were sent to local representatives requesting better state funding and a reinstatement of the incentive funding formula. Legislative visits were made to all state elected officials except for Rep. Nailor and Rep. Gabig. Rep. Nailor will be visited on Friday, June 20. An appointment still needs to be made with Rep. Gabig.

Local representatives have expressed support for the library system’s request and thanked advocates for bringing the issue to their attention.

Mrs. Besch asked about Senator Vance's comment in her letter of reply that the "incentive had been discontinued several years ago and does not look likely to be reinstated." Mrs. Darr said that she would follow-up with Senator Vance.

### **Customer Services**

**STAR Services:** Nan Cavanaugh distributed a news article that recognized STAR volunteer, John McGrath, for his 20 years of volunteer STAR service. She indicated that the article had prompted 13 calls from possible STAR volunteers. (She has about 27 spots to fill).

Mrs. Cavanaugh also displayed the National Association of Counties Act of Caring award that was received earlier this spring.

### **Information Technology Services**

**Website Redesign:** Work has begun on the website redesign. Several core audiences have been identified for the website:

#### **Children/Family Audience:**

1. Children
  - a. Homework support
  - b. Curious/fun/readers' advisory
2. Parents of infants through preschoolers
3. Educators or Home Schooling parents

#### **Teen Audience**

1. Teens
  - a. Homework support
  - b. Curious/fun/readers' advisory

#### **Adult Audience:**

1. Adults
  - a. Popular, current interests, avid readers
  - b. Life long learners
2. Seniors
  - a. Computer literate
  - b. Not very computer literate

#### **Internal Audience**

1. Library Trustees
2. Library Staff

The Website Content Development Team has also decided to piggyback on the County's new website content management software, CivicPlus, for design and management of our new website. An agreement will be drafted that exercises the library's option that was negotiated as part of the County's competitive bidding process. The library system will separately bid out usability testing services. A request for proposal has been prepared for usability testing services and will be released in June.

### **Processes and Evaluation**

**Horizon Serials Software:** Mrs. Darr reported that when the library system upgraded to Horizon several years ago, part of the purchase included Horizon's serials software. Implementation will begin this August with training for Technical Services staff. Following that, catalogers will enter the required bibliographic and item records for all magazines that member libraries currently receive. Software configuration and cataloging will occur this fall and be ready for libraries to begin using in January 2009.

The Horizon serial software will allow libraries to check-in new magazines for which they have subscriptions as they receive each new issue. It will allow member library staff to know whether or not all issues have been received for a subscription and easily claim missing or damaged issues with the vendor.

The software will also allow for a greater level of cooperation among libraries in coordinating subscriptions, thus making the system's money stretch even further. (Fredricksen and Bosler libraries are now discussing how to collaborate on their next periodical renewal order which occurs in August.) Eventually, the system plans to have one single subscription agency for all periodical subscriptions, which should yield a significant savings.

### **Board Planning Calendar**

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

### **District News**

Ms. Haverman reported that she has been working with the Newport Library on planning issues. The Dauphin County Library System will host a statewide interlibrary loan meeting among district centers to review procedures and determine best practices.

### **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. Mrs. Cavanaugh distributed an updated Advocacy Committee list. She reported that Joan Aufiero had resigned as New Cumberland Library's Friends representative. Mrs. Cavanaugh is working with the Friends to identify a new library advocate.

### **New Business**

**District Library Services Agreement:** *The system board unanimously approved the Agreement for District Library Services for 2008-09 negotiated by the District Library Negotiating Team.*

**CCLS Office Space:** New office space quarters will be needed for the administrative office by about 2010. Nancy George suggested that she and Jonelle Darr contact Chris Gulotta and ask for his advice and recommendations. The board agreed that this was a good plan.

**Proposed Bylaws Revisions:** In response to the auditor's report, the library system board had suggested the following statement be added:

- The Treasurer or a member of the Executive Committee shall review and initial bank statements, cancelled check records and reconciliation statements prepared by system staff monthly.

Mrs. Darr also suggested that the mission statement be updated to match the statement recently adopted in the five year plan:

- The Cumberland County Library System's mission is to plan, develop, coordinate and provide comprehensive public library services for residents through a cooperative network of public libraries.

In addition, Mrs. Darr asked Steve Tiley to review the Bylaws for any other needed changes, such as language regarding telephone participation in meetings, email, or indemnification language. Mr. Tiley has not completed his review but made the following comments:

- Telephone participation might be permitted by the Sunshine Law. Mr. Tiley needs to investigate this further.
- Email participation or voting would not be permitted under the Sunshine Law. Votes must occur at a public meeting and be on record as having been publicly deliberated.
- Indemnification language (which means the organization would reimburse a director, officer, employee or agent of the system for the costs of defense and judgment) is probably not permitted as the library system is a government agency and is not subject to non-profit corporate law.
- The existing paragraph on representative liability needs to be researched further.

If there are additional comments or suggestions for Bylaws revision, please forward them to Mrs. Darr for review by Mr. Tiley. A draft of the organization's revised Bylaws will be shared at the July meeting.

### **News from Member Libraries**

News from member libraries was shared.

### **Recognition of Visitors & Visitors Concerns**

There were no visitor concerns.

### **Adjournment**

The meeting adjourned at 4:50 p.m. The next meeting of the Cumberland County Library System will be held on Monday, July 21, 2008 at the Cumberland County Library System administrative office at 4:00 p.m.