Attachment A

Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
October 20, 2008 (revised)

Call to Order

The regular meeting of the CCLS Board was called to order by President William Gould at 4:04 p.m. in the meeting room of the Cumberland County Library System, Carlisle.

Members Present: Nancy Besch, Nancy George, Jane Graham, William Gould, Margaret Kortze (alternate), Alicia Stine (alternate), Elizabeth Stone and Judy Yaw.

Others Present: Nan Cavenaugh, Jonelle Darr, Sue Erdman, Linda Rice, Susan Sanders and Denise White.

Minutes & Treasurer's Report

Previous Minutes

The title *"The Grace That Keeps This World"* for the One Book, One Community should be noted in the minutes. Also, the word "launch" should be "launched" under the One Book, Once Community section, first sentence. After these corrections, ***the minutes from the September 15, 2008 board meeting were approved as submitted.***

Treasurer's Report

The Library System Board unanimously moved to file the September 2008 Treasurer's Report for audit. The Board Treasurer reviewed and initialed September's bank statements, cancelled check records, and reconciliation reports for the system's foundation account. August's bank statements for the system's general operating account and LSTA account have also been reviewed and initialized by the system's Board treasurer.

The system board unanimously ratified the Executive Committee's action to invest $921,498 in Strategic Development Funds in a collateralized certificate of deposit with Susquehanna Bank for 24 months at an interest rate of 4.25% on September 24, 2008. Jonelle Darr thanked the board members, Executive Committee, Alicia Stine, and Bob Over for their assistance in investing interest rates.

Reports

Executive Director's Report

Leadership Development

Staff Development Day

A successful countywide Staff Development Day was held on Wednesday, October 15, at the First Church of God Community Center in Mechanicsburg. Approximately 143 staff members attended.

2009 System Priorities

A draft list of *2009 System Priorities* was reviewed. This document will serve as the basis for the 2009 system budget which will be presented for review at the November 2008 meeting. Items listed in bold are objectives that were submitted to the County Commissioners for year 2009.

Financial Management

Resource Acquisition

Library Tax and Public Library Subsidy Allocation and Five-Year Financial Projections

At last month's meeting the system board unanimously approved the Library Tax and Public Library Subsidy Allocation. A final copy was distributed in this month's board packet as Attachment C. The CCLS executive director and board representatives will be meeting with the county commissioners later in December to apprise them of the library system's long term financial situation (Attachment D).

Customer Services

Website Development Project Underway

With the assistance of Steve Tiley, contracts with Emerald Strategies for library website usability consulting and CivicPlus for the development, design and implementation of a new website were signed.

Core Library Services

Summer Reading Program

Mrs. Darr reported that CCLS libraries had a total of 6,990 children and teens registered for the Summer Reading Program. This is a slight 2% decrease from last summer. However, circulation increased 1% and program attendance increased 4%.

TOTAL REGISTRATIONS	2007	%Change	2008	%Change
Amelia Givin	377	-14%	479	27%
Bosler	881	-1%	857	-3%
Fredricksen	1,893	5%	1,681	-11%
East Pennsboro	316	-4%	350	11%
John Graham	191	18%	195	2%
Joseph Simpson	2,133	14%	2,138	0%
New Cumberland	670	4%	610	-9%
Shippensburg	636	4%	680	7%
Total	**7,097**	5%	**6,990**	-2%

CHILDREN'S CIRCULATION	2007	%Change	2008	%Change
Amelia Givin	15,079	0%	15,889	5%
Bosler	50,813	0%	55,094	8%
Fredricksen	83,038	-2%	81,939	-1%
East Pennsboro	11,986	-1%	11,188	-7%
John Graham	5,220	14%	7,938	52%
Simpson	48,287	-1%	50,810	5%
New Cumberland	34,482	16%	27,307	-21%
Shippensburg	30,176	10%	31,651	5%
Total	**279,081**	2%	**281,816**	1%

ATTENDANCE AT PROGRAMS	2007	%Change	2008	%Change
Amelia Givin	3,296	15%	3,414	4%
Bosler	871	-40%	1,573	81%
Fredricksen	5,695	46%	6,787	19%
East Pennsboro	1,414	112%	1,088	-23%
John Graham	819	26%	730	-11%
Joseph Simpson	10,239	25%	9,649	-6%
New Cumberland	3,166	34%	3,501	11%
Shippensburg	3,186	-5%	3,011	-5%
Total	**28,686**	22%	**29,753**	4%

Unfinished Business

Advocacy Group and Legislative Breakfast Scheduled

Names are still needed from Amelia and Bosler Board and Friends groups for the Advocacy group.

The system's 17th annual legislative breakfast is scheduled for Thursday, October 23, 2008, 7:30 to 9:00 am. The breakfast will be held at the Simpson Public Library. Draft handouts were distributed.

Revised Bylaws

At last month's meeting the system board unanimously approved the revised Bylaws. A final copy of the By-laws' was distributed in this month's board packet as Attachment B.

Audit Request for Proposals

The system board unanimously approved Smith, Elliott, Kearns & Company, LLC (SEK) for the period 2008-2010. Final reports to be completed on May15th, with draft figures available in March/April.

SEK agreed to reduce its fees $1000 per year, providing a 20% discount over their estimated actual cost of $15,000. The firm's original fees were based on a 15% discount.

Audit for Year Ended	Original Price	**Revised All-Inclusive price**
December 31, 2008	$13,400	$12,400
December 31, 2009	$13,900	$12,900
December 31, 2010	$14,400	$13,300

New Business

System Board Nominations Needed

System board nominations are needed from the following member libraries by November 17, 2008. Those with expiring terms include:

1. James A. Smith (Simpson)
2. Dr. Marian Peifer (New Cumberland, alternate)
3. Johanna Reeder (John Graham, alternate) – re-nominated October 20, 2008
4. Judy Yaw (Amelia Givin)

There are no limits to the number of terms a system board member may serve.

System Board Officer Nominating Committee

Mr. Gould appointed Jim Smith and Judy Yaw as the Nominating Committee to elect 2009 officers.

1. William Gould, President - eligible to serve another term
2. Nancy George, Vice President – eligible to serve another term
3. Nancy Besch, Treasurer - eligible to serve another term

District News

The Capital Area Library District received an LSTA grant to purchase a federated search engine called "WebFeat". Webfeat will allow customers to search the catalog and all reference databases from a single search box on the library system website.

Rather than continue its subscription agreement for eAudiobooks with NetLibrary, the district has negotiated a contract with OverDrive. OverDrive has a much better title selection and is also compatible with iPods. District Consultant, Carrie Haverman, is working on service implementation. OverDrive is expected to be in place by the end of 2009.

Other district activities include:

1. Working with Perry County directors' on human resource issues. A building project may be in the works for Blain.
2. DCLS is currently completing its strategic plan.
3. Building project plans for Hummelstown and the downtown branch/administrative offices are in the works.

4. Working on streamlining interlibrary loan procedures.

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, November 17, 2008 at the Cumberland County Library System administrative office at 4:00 p.m.