

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
February 27, 2017**

MEMBERS PRESENT

Tom Witt, Kevin Stoner, Paul Fisher, Jonathan Williams, Jim Hutcheson and Bill Gould

OTHERS PRESENT

Dana Best, Carolyn Blatchley, Jennifer Martek, Linda Noggle, Sue Erdman, Cindy Thompson, Jody Cole, Bonnie Goble, Larry Thomas, Vince DiFilippo

CALL TO ORDER

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

MINUTES & TREASURER'S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the January 23, 2017 Board meeting minutes.

2. TREASURER'S REPORT (PAUL FISHER)

The System Board reviewed the Balance Sheet and Income and Expense statement for the month of January 2017.

Linda Noggle noted that on the Income and Expense Statement, line 5230 – Electronic Information, is higher than budgeted for the month. This expense is for databases and is paid to the District. Previously, the District had billed CCLS in July, which is where the expense is budgeted to occur; however, the District moved the billing to January. There is no increase to the overall budget.

After review of the reports, the Library System Board unanimously moved to file the January 2017 Treasurer's Report for audit.

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Core Library Services

• **Contracted ScienceTellers for Summer Learning**

Organized by Melissa Killinger (Bosler), performances of ScienceTellers have been arranged to take place during the Summer Learning Program. CCLS will pay for one performance per location. This performance is partially funded by UGI and Weis Markets through EITC monies that were awarded to the Cumberland County Library

System Foundation.

- **Materials for Community Reading Programs Obtained**

The *One Book Every Young Child* program will be starting soon. The book selection is *Daniel Finds a Poem*, written and illustrated by Micha Archer and appropriate for ages 3-6. Learn more at <https://www.paonebook.org>.

March 1 is the first day for Longwood Garden's *Community Read*. The Community Read book for the entire family is *The Way Things Work Now* by award-winning author and illustrator David Macaulay. For the youngest readers, the book *Rosie Revere, Engineer* by Andrea Beaty and illustrated by David Roberts was chosen. Books and book discussion kits were provided by Longwood Gardens. David Macaulay will be speaking at Longwood Gardens on April 22, 2017. New Cumberland and Fredricksen already have advertised events. Learn more at <https://www.longwoodgardens.org/education/library-archives/community-read>

Online Services

- **Encore Improvement**

Implemented a new search order option so that eBook results generally appear below physical copies. The new feature takes number of copies into consideration. Directors reviewed the change at their February 23, 2017 meeting and were in favor of continuing with it.

RUNNING THE BUSINESS (PROCESS AND EVALUATION)

Library Processes

- **Summer Learning Software**

Four summer learning software packages were reviewed with the vendors. Demonstration sites and quotes were obtained, and needs were discussed with Children's Programmers. Cumberland County Library System will likely be using Plymouth Rocket's LitKeeper product for 2017 at a cost of \$600, and begin looking into The Great Reading Adventure – an open-source package created as part of an LSTA grant – for 2018.

Promote Library Services

- **Positive Promotion of the new Library Card Suspension Policy**

We promoted the value of libraries and maintaining a library card in good standing during the roll-out of the new policy. Staff education materials, customer notifications, newsletter language, and email campaign and re-worded fine notice language were all part of the strategy. The Carlisle Sentinel published an article and ABC27 had a segment on their news broadcast. New customer brochures were distributed to libraries, edits are being made to the CCLS website and changes will be made to all borrower types around midnight on March 1 to enforce this policy using technology. At this point, prior to actual implementation, the public's response has been largely good. One complaint

letter was received, which Carolyn shared with the Board; Carolyn will respond and explain why the Board adopted the policy.

There may be future customer service options to explore, to make it easier for people to avoid incurring fines, such as text message notifications with a link to renew.

SOUND FINANCIAL MANAGEMENT

Resource Acquisition

- **2017 State Funding Discussions**

In his 2017-2018 budget address, Governor Tom Wolf proposed the public library subsidy at level funding. The only proposed change for libraries is a \$12,000 cut to the Office of Commonwealth Libraries / State Library Operations. Library Access money and funding for Library Services for Visually Impaired & Disabled are also proposed with level support.

This is just the beginning of the budget process. The Pennsylvania Library Association (PaLA) will be working with their lobbying firm to request a modest increase in funding to libraries. Board members can help by joining PaLA to stay engaged. Library directors can continue to share success stories, capturing the voices of library customers who benefit from this support.

The following library related appropriations were included in Governor Tom Wolf's 2017-2018 budget address of February 7, 2017. The link to the complete budget is www.budget.pa.gov. The Department of Education appropriations begin on Page E14-1.

Appropriation	2016-2017 Final Distribution	2017-2018 Governor Wolf Proposed Budget	% Change From 2016- 2017
Public Library Subsidy	\$54,470,000	\$54,470,000	0.00%
Library Services for Visually Impaired & Disabled	\$2,567,000	\$2,567,000	0.00%
Library Access (POWER Library, Interlibrary Delivery, Electronic Library, Catalog)	\$3,071,000	\$3,071,000	0.00%
Office of Commonwealth Libraries / State Library Operations	\$2,017,000	\$2,005,000	-0.59%
Total	\$62,125,000	\$62,113,000	-0.02%

- **Restoring Statewide Library Card Reimbursement**

At a November 2016 meeting, Representative Tallman was interested in the topic of restoring the Statewide Library Card Reimbursement funding (part of the Library Access appropriation.) Carolyn Blatchley, along with Karla Trout (Adams County) and Christi Buker (Pennsylvania Library Association) met with him on February 24, 2017 to further discuss the issue. However, Rep. Tallman no longer believes that restoring this funding is

feasible. Rep. Tallman did express interest in re-writing the state library code; Carolyn and the others explained that the code is fine, it is the regulations which need to be updated.

- **Professional Development Grant Awarded**

Commonwealth Libraries awarded a \$1,200 professional development grant to Carolyn Blatchley to attend the Computers in Libraries conference. This is LSTA (federal) grant funding distributed through the state.

Resource Management

- **Erate Funding**

Barbara Leach (Information Technology) has filed the final paperwork for Erate funding. She is also working with member libraries to obtain Erate funding for wireless services.

- **State Annual Reports**

System Headquarters and member libraries are working on completing their state annual reports.

- **District Budget**

The District has asked for permission to re-allocate existing, unused budget funds to pay for a new delivery van. The purchase of the van will be spread out over this budget year and next. Each member library director is responding directly to the District with their approval.

Resource Allocation

- **Annual State Library and February County Tax Allocations Transmitted**

Using the 2017 funding formula, monies from the 2017 State Aid was distributed to libraries on January 27, 2017 and County Funding was distributed to libraries on February 10, 2017. It is anticipated that the library system will be sent a final 2016 tax payment during the week this report is being submitted.

LEARNING, INNOVATION & TECHNOLOGY

Leadership

- **Staff Taking on New Roles**

Anne Ellis, Vanessa Miller and Linda Rice took on additional tasks within the Collection Management department while Sherri Miller was on maternity leave (ended February 23, 2017.)

New Technologies

- **New Public Internet Computers - Rollout**

New internet computers are being rolled out for public libraries; 72 in total. Four libraries are completed at this point. There is a known issue with the Print functionality, believed to be related to the operating system.

Innovation and Partnerships

• **Meeting with Dauphin County Library System**

Carolyn Blatchley met with Dauphin County Library System staff to discuss the possibility of partnering with Lancaster County to ensure we are all using Sierra to its fullest potential. Cumberland and Dauphin counties will also be looking for new ILS contracts in 2020. A team is being formed to look at ILS options, which may or may not include collaborating.

4. EXECUTIVE DIRECTOR SEARCH COMMITTEE (SUE ERDMAN & CYNTHIA THOMPSON, WRITTEN REPORT)

- The Search Committee met on February 15, 2017.
- Ten applications were received. Four applicants were selected for interviews which will be held on February 28 and March 2. (One in-person interview and three remote interviews with video conference laptop, Skype, or Facetime)
- Two or three applicants will be selected for a second, in-person, interview the week of March 6 or 13. The second interview will include:
 - a. Tour of SYHQ facility
 - b. 60 minute meeting with department heads and any member library directors who wish to attend – opportunity for staff to ask pre-approved interview questions
 - c. 60-75 minute interview with the search committee.
- An online survey was developed for the CCLS Board, System Headquarters (SHYQ) staff and member Library Directors to provide feedback on the type of skills they feel a new Executive Director should possess and to list questions that they feel would be good ones to ask during the interview process. Surveys can be completed anonymously.
- Interview questions and an interview scoring sheet are being developed by the committee.

NEW BUSINESS

5. RATIFY VOTE BY EMAIL CONCERNING THE RENEWAL OF A \$1 MILLION CERTIFICATE OF DEPOSIT AT A NEW RATE OF 1.20% AT F&M TRUST.

John McCrea questioned whether CCLS asked any other banks for a higher interest rate. Linda Noggle explained that CCLS asked for proposals in 2016; she plans to repeat this process every three years. Many banks were not interested in doing business with CCLS due to Act 72 requirements. These regulations may change in the future.

On a motion by John McCrea, seconded by Jim Hutcheson, the board unanimously ratified their earlier email vote to renew a \$1 Million Certificate of Deposit at a new rate of 1.20% at F&M Trust.

UNFINISHED BUSINESS

6. REVIEW/APPROVE 2017 CCLS COUNTY PERFORMANCE GOALS

Carolyn and Larry Thomas met to edit the goals. With the exception of three of the 13 goals, they are all directly tied to the MOU goals. Carolyn will have a follow-up meeting with Larry to determine an action plan.

On a motion by Kevin Stoner, seconded by Jim Hutcheson, the board unanimously approved the 2017 CCLS County Performance Goals.

Jim Hutcheson noted that at the March 2016 CCLS Board Meeting, the board authorized Jonelle Darr to send a letter to Larry Thomas to request reconsideration of the classification of library system headquarters' positions. These classifications impact the pay of the affected staff. Since that time, the Board has not had any updates on this matter. Larry explained that the county's HR Director recently resigned; he will follow-up to see where this issue stands.

UPDATES

7. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

- For the 6th year, the county has received an Energy Star Award for efficiencies at the courthouse. Since the start of addressing energy efficiencies, there has been a \$3.1 million savings in utility costs.
- The commissioners approved a proposal for electronics recycling for the county. Recycling will be held 2 days a week at 1000 Claremont Road. It will begin in May. There will be a cost of 50¢ per pound to people who drop-off materials. The long-term solution is for the state legislature to make a permanent fix to the regulations.
- The county is in the process of hiring a new HR Director.
- The county has created a new position for Communications Director.
- There will be a public meeting to discuss ending the Carlisle Circulator bus.
- There is a local group which monitors the continued viability of the area's military bases. No base closures are anticipated in the near term.
- The county ended 2016 with a year-end fund balance of \$29 million.

8. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 3/20/2017
- 4/17/2017
- 5/15/2017
- 6/19/2017
- 7/17/2017
- 8/21/2017
- 9/18/2017
- 10/23/2017 (exception)
- 11/20/2017
- 12/18/2017

CCLS Finance Committee

(4:00pm, 1st Monday as needed)

- 3/6/2017
- 6/5/2017
- 8/7/2017
- 8/28/2017 (exception)
- 10/2/2017
- 11/6/2017

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:45 pm. The next meeting of the Cumberland County Library System will be held on Monday, March 20, 2017 at the Cumberland County Library System's headquarters office at 4:00 pm.