

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
March 20, 2017**

MEMBERS PRESENT

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

OTHERS PRESENT

Dana Best, Carolyn Blatchley, Jennifer Martek, Linda Noggle, Sue Erdman, Cindy Thompson, Bonnie Goble, Brianna Crum, Alicia Stine, Larry Thomas, Vince DiFilippo

CALL TO ORDER

A regular meeting of the CCLS Board was called to order by President Bill Gould at 4:05 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 February 27, 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 February 2017.

Paul Fisher noted that the estimated library tax payments from the county were received by the system and a total of \$450,000 in distributions were sent to the libraries in January and February.

Linda Noggle shared that the auditors notified CCLS of 2016 adjustments to be made to the financial statements; the long term liabilities for the system have decreased significantly due to payouts to the former executive director.

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

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Core Library Services

- **OverDrive eBook and eAudio Expenditures Authorized**
Cumberland County Library System has authorized Dauphin County Library System to

purchase up to \$17,500 in materials from OverDrive. With a \$2500 contribution from the Bosler Memorial Library, this represents an anticipated 75% overall increase funds allocated for eBooks and eAudios. *As part of the Memorandum of Understanding, our goal was to increase funds by 50% in 2017 over 2016 levels. A \$10,000 conditional grant is tied to this goal.*

- **Children’s Literacy Grant from Whitaker Center**

Jeff Swope (Bosler Library Director) and his staff have been working to plan outreach library classes across the county, designed to improve young children’s understanding of math and science concepts. They are also developing Discovery Activity Centers on math and science concepts to rotate among libraries. Activity tables have been purchased for each library, and a summer performer has been contracted. *This is a goal in the Memorandum of Understanding, to be completed by August 31, 2017. A \$15,000 conditional grant is tied to this goal.*

Online Services

- **Mobile Wi-Fi Broadband LSTA Grant**

A grant revision was completed, allowing for the purchase of 136 additional Alcatel LINKZONE mobile wireless devices. They are being processed and will be available to fill holds soon. Cumberland County is currently the largest installation of wi-fi hotspots in Pennsylvania. Success stories are being compiled for Cumberland County Communications.

- **Summer Learning Program Software**

Cumberland County Library System has signed a 1-year agreement with Plymouth Rocket to provide summer learning sign-up and tracking software. Our computer services department is investigating the hardware and software needs to implement an open-source solution in 2018 in order to keep costs neutral for this resource.

- **Public Computer Replacement**

Public internet computers have been replaced at the following locations: Amelia Givin, East Pennsboro, John Graham and Shippensburg. Replacement at Simpson is scheduled to start on March 22. *Completion of this project by July 1, 2017 is required as part of the Memorandum of Understanding. A \$20,000 conditional grant is tied to this project.*

SOUND FINANCIAL MANAGEMENT

Resource Acquisition

- **Estate Gift in Process**

On Thursday, March 9, 2017 Cumberland County Library System was notified that it was named one of four beneficiaries in the Last Will & Testament of an estate. Under advisement of our county solicitor and the executive board, Ms. Blatchley signed off on paperwork renouncing our right to serve as executor. The exact amount of the gift shall be named at a later date. *This will contribute to our*

diversification of funding goal by increasing system-wide private, local municipal gifts in 2017. This is part of the Memorandum of Understanding. A \$15,000 conditional grant is tied to diversification of funding.

- **E-Rate Program**

Ms. Barbara Leach completed final Erate paperwork for the 2016-2017 year. It is unclear if we will see a reimbursement for the last 6 months of 2016 expenditures or reduced bills in the first 6 months of 2017, but a 56% overall discount was granted.

Resource Management

- **Account Statements & Library Card Suspension Policy**

In preparation for the March 1 implementation of the new library card suspension policy, CCLS sent account statements to customers with balances between \$0.01 and \$24.99 on February 13. The statements were sent by either email or US mail, depending on the availability of email addresses (no statements were sent by US mail if they were for less than \$5.) Our goal is to send these statements out semi-annually, with another notice going out in August.

On March 1, 2017 all borrower types were edited to reflect the new policy as related to circulation and database access, and edits were made to the Smart Access Manager software to prevent computer use. *This is a condition of the Memorandum of Understanding.* Ms. Blatchley has been responding to phone calls and written correspondence related to the new policy, and considering the merits of lowering our online payment minimum.

- **Finance Committee Meeting**

CCLS Treasurer Paul Fisher presided over the March 6, 2017 finance meeting. A recommended adjustment to the 2017 budget will reflect the purchase of AWE computers in 2016 rather than 2017. *Implementation of these children's literacy computer stations and tablets at all member libraries is complete, and it is part of the Memorandum of Understanding. A \$10,000 conditional grant is tied to this project.*

- **State Reports**

The annual State Reports for each of the individual libraries and the system have been completed and submitted to the District Coordinator. This is a very time consuming report to prepare, but it is a requirement for state aid to libraries. The report documents the overall resources of the libraries as well as how state money is used.

LEARNING, INNOVATION & TECHNOLOGY

Innovation and Partnerships

- **Book Your Child's Future – Success By 6**

Collaborating with the United Way of Carlisle & Cumberland County and Success By

6 partners, Bosler Memorial Library was set to host 23 organizations sharing what they have available to children this summer into autumn. School districts were coming to help with Kindergarten Registration, organizations like 4-H and the Central Penn Youth Ballet were coming to demonstrate children's programs, and more. The March 15 event was cancelled due to snow. Ms. Blatchley recognized Melissa Killinger of the Bosler Memorial Library for her contributions to this partnership effort on behalf of the library system.

- **Workforce Development**

Ms. Blatchley had a meeting on March 16 with Susan Carbaugh, IDD Director for Cumberland County, to talk about Project Search – an initiative to give their clients workplace experiences.

- **Intergenerational Programming**

Representatives from Cumberland County libraries, along with the county Aging & Community Services department, met with Larry Thomas on March 10 to outline ways to meet this conditional grant requirement. The library system will provide a report to the Commissioners in May 2017. *This is a condition of the Memorandum of Understanding.*

- **Working with Incarcerated Parents**

Ms. Blatchley investigated the Wayne County Public Library outreach program to the Wayne County Correctional Facility in a program called "Read to Me". *This is a first step in working with the Cumberland County Prison, Courts, Children and Youth and IMTO to develop a proposal for a tell-a-story project that will enable children to communicate via video teleconferencing with an incarcerated parent – a goal in the Memorandum of Understanding. A \$10,000 conditional grant is tied to the development of this proposal.*

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

- The search committee interviewed three people during the week of February 27, 2017 and selected two applicants to return for a second interview on March 10, 2017.
- The interviews on March 10 included a tour of the system headquarters office, a meeting with headquarters department heads and member library directors, and a second interview with the search committee.
- The search committee was pleased to recommend that the CCLS Board hire Carolyn Blatchley as the new Executive Director of CCLS.

On a motion by Jim Hutcheson, seconded by Jonathan Williams, the board unanimously approved hiring Carolyn Blatchley as Executive Director of the Cumberland County Library System, effective immediately.

NEW BUSINESS

5. 2017 BUDGET ADJUSTMENT

In December of 2016, AWE Learning Stations budgeted in 2017 were purchased at a savings of 17%. This 2017 budgeted item has been removed from the 2017 budget and reflects a decrease in Computer Services budgeted costs of \$65,700. The stations were purchased at \$45,677.

As a result, the 2017 transfer from the 90-Day Contingency Fund to the operating fund is reduced to \$159,174. This change is reflected in the February 2017 Financial Statements.

6. 2017 NATIONAL LIBRARY WEEK

Carolyn Blatchley shared a proclamation which she submitted to the county commissioners to adopt for Nation Library Week (April 9-15).

UPDATES

7. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

- The county is in the process of interviewing candidates for the open HR Director position, as well as the new Communications Director position.
- State Representative Will Tallman will be meeting with the commissioners next week.
- There will be a meeting on March 30th to discuss a median barrier for I81.
- There will be a meeting next week to discuss the Carlisle Circulator bus.
- The new electronics recycling center will be opening in May or June. It will be open 2 days each week.
- The Pay for Performance staff evaluations have been given to the commissioners for review and approval. This year was the second time going through the process and it was much easier for everyone involved.

8. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 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)

- 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 4:35 pm. The next meeting of the Cumberland County Library System will be held on Monday, April 17, 2017 at the Cumberland County Library System's headquarters office at 4:00 pm.