

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
May 15, 2017**

MEMBERS PRESENT

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

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek, Linda Noggle, Sue Erdman, Cindy Thompson, Kate Pursel, Alicia Stine, Larry Thomas, Vince DiFilippo, John Lopp

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 March 20, 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 April 2017.

Linda Noggle pointed out that CCLS has not yet received the E-Rate credit which is owed to the system.

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

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Core Library Services

• **OverDrive eBook and eAudio Expenditures Increased**

The Joseph T. Simpson Public Library has committed an additional \$5,000 toward the purchase of titles from OverDrive. Along with the CCLS budgeted amount of \$15,000 and a commitment of \$2,500 from Bosler Memorial Library, this represents an anticipated 125% 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**
Sponsored by The Whitaker Fund for Math & Science - a fund of The Foundation for Enhancing Communities - 350 new books were purchased, and activity tables were distributed to all libraries. Discovery kits are floating among the member libraries, 19 camps and a summer performer are scheduled. All activities are designed to improve young children’s understanding of math and science concepts. *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

- **Public Internet Computer Replacement**
All 72 public internet computers have been replaced, providing new computers at all libraries. *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 goal.*
- **Lowered minimum allowable online payment of fees and fines**
Based on customer feedback and after careful consideration of financial ramifications, removed the minimum amount needed to make online credit card payments, giving cardholders with fines 24-hour access to remove the suspension from their library card account due to fines and fees.
- **Summer Learning Program Software**
Plymouth Rocket and David MacLachlan anticipate summer learning sign-up and tracking software will be ready for the first sign-ups on May 15. Carolyn Blatchley ensured that software – possibly open-source – is included in the 2017-18 District Negotiated Agreement.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Customer Feedback

- **Wi-Fi Hotspot Surveys Underway**
Libraries are actively evaluating the wi-fi loaning program using paper and online surveys. Supplying a story to the county based on usage information.

Library Processes

- **Met individually with library directors**
Carried out individualized appointments with library directors to discuss the state of each library, and the needs or desires each library has for future relationships with the library system staff and member libraries. This provided an opportunity to evaluate many of the processes of system headquarters staff.

Promote Library Services

- **Attended 2017 ALA Library Legislative Training and Visits**

Because of a last-minute vacancy, Carolyn Blatchley was able to attend training on speaking with elected officials, and with mentors, visited the Washington offices of Senators Bob Casey and Pat Toomey, and US Representatives Lou Barletta (11th district), Scott Perry (4th District) and Bill Shuster (9th District).

Senators and Representatives were asked to support the following:

- full funding for federal library programs (Library Services & Technology Act)*
- strong Net Neutrality protections
- public access to government data and taxpayer-funded information and research
- high-speed broadband development in infrastructure legislation, particularly ways to leverage libraries to digitally connect and empower every American
- the FCC's E-rate Modernization Orders of 2014 and maintenance of the program's funding*
- internet privacy and surveillance law reform
- modernization of the Copyright Office and provide the funds needed to accomplish long overdue reform, while opposing any proposal to relocate the Copyright Office within the federal government or to designate it an independent agency, including the Copyright Office for the Digital Economy Act (H.R. 890).

** Increasing system-wide private, local funding, municipal and in-kind gift non-capital support 5% more than received in 2016 is required as part of the Memorandum of Understanding. A \$15,000 conditional grant is tied to this goal.*

SOUND FINANCIAL MANAGEMENT

Resource Acquisition

- **LSTA Grant Reports Submitted**
Submitted the 3rd quarter grant report and invoice in the amount of \$17,568.63 for the wi-fi hotspot project, and professional development grant report and invoice for \$1,200.
- **E-Rate Program**
CCLS staff determined that E-Rate funding was unlikely with local library applications, as it would be considered "double-dipping". The CCLS request to include necessary means for putting all libraries on a CCLS wireless network.
Improving Wi-Fi services for customers by doubling the total amount of internet bandwidth available from the Library System by September 30, 2017 is required as part of the Memorandum of Understanding. A \$10,000 conditional grant is tied to this goal.

Resource Management

- **Improvements to statistical gathering sheets for new formula elements**
Jennifer Martek and Linda Noggle worked with Carolyn Blatchley and member library directors to improve tracking of new elements to the funding formula. Library directors

will be testing and discussing the staff sharing log in May.

Resource Allocation

- **Library Tax Installment**

The April library tax installment was made, transferring appropriate funds to member libraries.

- **EITC Funds distributed**

Funds were transferred from the Cumberland County Library System Foundation to member libraries and the library system to pay for summer learning program costs. The library system would like to thank UGI Utilites, Inc. for their \$10,000 donation (Platinum sponsorship), and Weis Markets for their \$1,000 donation (Silver sponsorship).

Increasing system-wide private, local funding, municipal and in-kind gift non-capital support 5% more than received in 2016 is required as part of the Memorandum of Understanding. A \$15,000 conditional grant is tied to this goal.

LEARNING, INNOVATION & TECHNOLOGY

Leadership

- **Completed evaluations for 2016**

All managers discussed 2016 annual evaluation scores and Merit Based Compensation salary adjustment and bonus calculations with their staff, and developed 2017 staff goals. Managers will be participating in training on goal writing and evaluation in May.

- **Initiated hiring of a new Public Services & Staff Training Coordinator**

Provided the Logic Model and Rationale paperwork in order to present a hiring argument to the County Salary Board. The position was approved and the job posting is now on the CCLS and County websites, shared out on services such as Career Builder, Indeed, Pennsylvania Library Association job line, and various listservs. Multiple viable applicants have come in, and a search committee has been formed. Interviews are likely to begin just prior to Memorial Day.

- **Preparing paperwork for the new fund development position**

Researching similar jobs both in the industry and the library community to create a job description. Planned to take to the County Salary Board in June or July.

New Technologies

- **Attended Innovative Users Group Conference**

Learned about future growth with our integrated library system software (ILS; Sierra). Networked with other library professionals using the product, and vendors with products related to the software. Able to take the pulse of what is happening for tools, technologies, processes, to hear new ideas, and receive advanced training.

- **Initiated Smart Money Manager™ Project**

Met with Comprise staff to discuss the budget and specifics of setting up Smart Money Manager. Requested a new quote before signing the contract, but this project is nearly ready to begin implementation. *Completion of this project to reduce staff time by at least 3% and improve financial security/record keeping when handling cash or credit card transactions through implementation of secure point-of-sale cash drawers and circulation desk credit card services from current 2016 levels is required as part of the Memorandum of Understanding. A \$10,000 conditional grant is tied to this goal.*

4. LEGISLATIVE ISSUES BRIEFS - ALA (CAROLYN BLATCHLEY)

Carolyn shared handouts from the American Library Association (ALA) which summarize the importance of the federal LSTA grants and E-Rate program.

Carolyn also shared a handout which summarizes PA House of Representatives bill HB 218 which was passed and is now in the PA Senate for consideration. The House budget slashes library access by 15% and continues to cut the budget of the Office of Commonwealth Libraries. The cut of \$461,000 to Library Access would affect the POWER Library network of electronic resources; the statewide catalog; and the Interlibrary Delivery Service. Cuts of \$142,000 to the Office of Commonwealth Libraries would affect direct and indirect support to libraries in staff, training and materials.

All Board members and advocates are encouraged to contact their representatives and ask them to support these important library programs.

NEW BUSINESS

5. BUILDING DISCUSSION (LARRY THOMAS AND JOHN LOPP)

Larry Thomas (Cumberland County Chief Clerk) and John Lopp (Cumberland County Director of Facilities Management) shared information about potential office space needs within the county. It is anticipated that in 2020, Cumberland County will be required to add a 7th Common Pleas Judge. This will require that the courthouse be remodeled to add another court room, as well as office space for the judge and his staff. Staff currently located in the court house, possibly including the commissioners, will need to be relocated within county owned property. This will necessitate a shuffling of staff in various buildings to make sure departments stay together and security requirements are met. The county is currently considering all options, one of which is the current CCLS office space. John Lopp stated it would take approximately two years lead-time to move office and have the court room ready by 2020.

CCLS currently has a lease arrangement with the county for the headquarters office space. The lease amount includes repayment of remodeling costs incurred by the county when CCLS moved into the space. Annual lease payments for CCLS are \$51,770 for approximately 9,000 square feet of office space. In addition to the lease, CCLS pays for utilities costs. The

lease requires a two year notice for either party to break contract. Larry Thomas commented that if it would be mutually beneficial to both parties, the two year requirement could most likely be waived.

Previously, the library system offices were not located in county buildings. The county would prefer to find the additional space needed within one of their current properties. The space occupied by CCLS would work very well for them. Larry Thomas asked the CCLS Board to seriously consider, in an expedited manner, moving the system headquarters to a non-county owned property.

6. CAPITAL AREA LIBRARY DISTRICT NEGOTIATED AGREEMENT

Carolyn Blatchley reported that for the first time, all library directors were included in the Negotiated Agreement process with Capital Area District. Carolyn shared a draft of the agreement, which will be signed by library directors. The agreement provides funds for Interlibrary Loan Service; delivery services, including a new van; the eBook platform; eResources training; and Summer Learning Program software for 2018.

UPDATES

7. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

- A new Communications Director, Rachel Bryson, started May 15th
- A new Human Resources Director, Jennifer Getz, will be starting in June.
- The start date for the recycling center has been pushed back to July 1st.
- The county is continuing to push for a regional approach to transportation services.
- PA HB218 also significantly cuts health and human services. The county has asked representatives in the State Senate to restore these cuts.
- The county had a very productive meeting with Penn DOT regarding the I81 widening project as well as adding median barriers to I81.
- The second year of the Pay for Performance process was just completed. County staff are being surveyed for their feedback on how the process is working.
- The county is survey department heads to see what work from home options might be viable, in order to help with the office space needs.

8. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 6/19/2017
- 7/17/2017
- 8/21/2017
- 9/18/2017

CCLS Finance Committee

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

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

Attachment A

- 10/23/2017 (exception)
- 11/20/2017
- 12/18/2017
- 11/6/2017

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:30 pm. The next meeting of the Cumberland County Library System will be held on Monday, June 19, 2017 at the Cumberland County Library System's headquarters office at 4:00 pm.