

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
August 21, 2017**

MEMBERS PRESENT

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

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek, Jody Cole, Bonnie Goble, Jeff Swope, Linda Noggle, Vince DiFilippo, Dana Best

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 June 19, 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 July 2017.

Carolyn reported that the LSTA grant money for the wifi hot spots has not yet been received. (It is reflected in the financial statements as a receivable.) Paperwork for the grant expenses has been submitted. Carolyn is not concerned that the money will not be received, but she will keep prodding for the payment to be sent promptly, and has involved Briana Crum (District Consultant) and Diana Megdad (Library Advisor at the Pennsylvania Department of Education) in the conversation.

Copies of the CCLS audit, prepared by Smith Elliott Kearns & Co, were distributed. Board members may wish to review the audit in advance of a presentation by SEK at the September Board meeting.

On a motion by John McCrea, seconded by Jim Hutcheson, the Board unanimously agreed to table action on the audit until the September Board meeting.

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

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

Carolyn shared updated copies of the MOU projects progress chart.

CUSTOMER SERVICES

Core Library Services

- **Completion of the Summer Learning Program**

All CCLS member libraries carried out summer learning programs and are in the process of completing state and local reporting.

- **Improved Wifi Service**

To date, Amelia Givin, John Graham, East Pennsboro Branch and Simpson libraries are on the CCLS network for wi-fi service within the library. All member libraries are on a schedule for change-over, which will result in the elimination of wi-fi contracts for each library. We have received e-rate approval for the switch hardware needed to double the total amount of internet bandwidth available from the library system. *Completion of this project to improve wi-fi service is required as part of the Memorandum of Understanding. A \$10,000 conditional grant is tied to this project.*

- **Purchase of eBooks and eAudiobooks**

On July 20, Cumberland County Library System paid \$20,000 for the purchase of e-books and e-Audiobooks. This amount represents \$15,000 from the system headquarters budget and a contribution of \$5,000 from the Joseph T. Simpson Public Library. It is a 100% increase in overall funds allocated to the purchase of digital materials. Bosler Memorial Library provided an additional \$2,500 toward this effort and more titles will be purchased. *A 50% increase in funding levels for e-book and e-audio purchases is required as part of the Memorandum of Understanding. A \$10,000 conditional grant is tied to this project.*

Online Services

- **Renewed Learning Express**

After learning there would be no significant savings by teaming up with libraries in the Capital Area Library District, CCLS renewed our subscription to Learning Express Library from EBSCO. Staff training is planned for August.

- **Access to Job & Career page and Online Continuing Education page from Adult tab**

Our website's top-menu navigation now includes links for *Job & Career* and Online Continuing Education in a drop-down menu under the *Adult* heading.

Library Roles and Initiatives

- **Meeting Concerning Intergenerational Programs**

Following a talk with the Aging Advisory Board, Carolyn had a conversation with Chief Clerk Larry Thomas and Sandy Gurreri concerning intergenerational programming.

Carolyn will present progress on this effort to the Commissioners at the September 13th County Finance Meeting.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Library Processes

- **Evaluating Health Insurance Options for Member Libraries**
Three insurance brokers provided presentations to library directors, human resources personnel and board members to determine how libraries may obtain health insurance in 2018.

SOUND FINANCIAL MANAGEMENT

Resource Acquisition

- **Exploring Future Location Options for System Headquarters Office**
A Lease Termination draft was received and reviewed by our solicitor. We can expect the final version to use the date December 31, 2019. Using the results of a space needs document, Carolyn has met with two realtors and toured the insides of two properties, and reviewed multiple properties on paper or by visiting the premises.
- **Draft Budget for 2018**
A budget is being drafted for distribution to the Finance Committee in time for review prior to their September 11 meeting.

Resource Management

- **Competed Final Grant Report for LSTA WiFi Hotspot project**
A final grant report was submitted, however there was trouble with the billing which could not be reported by July 31. The final bill for T-Mobile hotspots during the grant period will be pro-rated as a credit on the next bill we receive. Carolyn will seek an adjustment to the final grant report from the Commonwealth. We are also seeking reimbursement for our 3rd quarter report.
- **Competed Final Grant Report for Whitaker**
A final grant report was submitted. Funds for this grant were provided in advance.
- **Reviewed the 2016 Audit**
A Representation Letter was signed with Smith Elliott Kearns & Company, LLC and a draft of the audit was reviewed by staff. The audit was distributed at the Board Meeting, with a presentation by the auditor planned for the meeting on September 18, 2017.

Resource Allocation

- **Library Tax Installment**
The August library tax installment payments were made, transferring appropriate funds to member libraries on July 14. Additional installment payments are scheduled for

September (August 11), October (September 22), November (October 20) and December (November 17).

LEARNING, INNOVATION & TECHNOLOGY

Leadership

- **Training for New Public Services & Staff Training Coordinator**
On Monday, July 24 Tara Major (formerly the Digital Services Librarian at Joseph T. Simpson Public Library) joined the system headquarters staff. She is going through training and taking on new assignments daily.
- **Completion of Policy Sign-offs with All Headquarters Staff**
In an effort to ensure all staff have read important policies which require acknowledgement by signature, all CCLS staff reviewed and signed the following policies:
 - Employee Clearances, Child Abuse Affirmative Action, Ethical guidelines for Library Employees and Officials, Whistleblower Protection, Staff Behavior Policy, Computer Resources, Borrowing Materials and Using Equipment, Confidentiality of Library Customer Records, Public relations & News Media, and Web Site and Social Networking.All CCLS supervisors reviewed and signed the following policies:
 - Bids, Quotes and Contracts, and Copyright & Fair UseAll CCLS staff who have a CCLS credit card in their name reviewed and signed the Credit Card policy and subsequently provided a secure location in which that card is kept.
- **Development of an RFP for a Strategic Planning Consultant**
A request for proposal to hire a strategic planning consultant will likely be available for review next week.

New Technologies

- **Continued Work on Smart Money Manager™ Project**
CCLS has been working with staff from Comprise on the Smart Money Manager and Smart Alec products. Currently completing project worksheets and applying for merchant accounts. The cash drawers have arrived, and libraries have been asked to begin space planning. Training documentation is being developed. *Completion of this project to reduce staff time and improve financial security/record keeping when handling cash or credit card transactions is required as part of the Memorandum of Understanding. A \$10,000 conditional grant is tied to this project.*

NEW BUSINESS

None

UPDATES

4. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

- The County does still plan to move to a fully self-funded health insurance program.
- Chief Clerk Larry Thomas resigned last week.
- The additional judge for Cumberland County has not yet been confirmed; this issue is still sitting with the House committee.

5. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 9/18/2017
- 10/23/2017 (exception)
- 11/20/2017
- 12/18/2017

CCLS Finance Committee

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

- 9/11/2017 (NEW DATE)
- 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, September 18, 2017 at the Cumberland County Library System's headquarters office at 4:00 pm.