

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
September 18, 2017**

MEMBERS PRESENT

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

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek, Sue Erdman, Jeff Swope, Linda Noggle, Vince DiFilippo, Dana Best, Sandy Moyle, Kevin Stouffer

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 August 21, 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 August 2017.

The treasurer reviewed and initialed August's bank statements, cancelled check records and reconciliation reports for the system's general, money market and online payments accounts.

Paul Fisher noted that personnel costs were less than budget, due to unfilled positions.

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

REPORTS

3. CCLS 2016 INDEPENDENT AUDITORS REPORT – KEVIN STOUFFER, SEK, LLC

Mr. Kevin Stouffer, of Smith, Elliott & Kearns, LLC, presented an overview of the 2016 Cumberland County Library System audit. Their presentation summary stated that CCLS received an unmodified audit opinion. This is the best opinion possible and affirms that the financial statements are materially correct. Additionally, there were no findings or recommendations.

Mr. Stouffer also noted in his summary that because expenses exceeded revenues, existing

fund balances were used. This was anticipated in the budget and has occurred over the last five consecutive years.

At the August CCLS Board meeting copies of the 2016 Cumberland County Library System Audited Financial Statement, along with SEK's management and communications letters to the board were distributed.

On a motion by Paul Fisher, seconded by Jim Hutcheson, the Library System board unanimously approved the 2016 Cumberland County Library System Financial Audit Report.

4. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Core Library Services

- **Improved Wi-Fi Service**

All CCLS libraries are on the CCLS network for wi-fi service within the library, which will result in the elimination of wi-fi contracts for each library and 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.*

Library Roles and Initiatives

- **Intergenerational Programs**

Carolyn provided a presentation on the progress on this effort to the Commissioners at the September 13th Finance Meeting. *A focus on intergenerational programming is a requirement in the most recent Memorandum of Understanding.*

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Library Processes

- **Job Description for Fund Development Position Created**

A draft job description was created for the Fundraising and Grant Coordinator position. A vacant position request is scheduled for discussion at the September 21, 2017 executive session following the Commissioners Workshop. *Fulfillment of this position is related to the Diversification of Funding requirement in the Memorandum of Understanding. A \$15,000 conditional grant is tied to this goal.*

SOUND FINANCIAL MANAGEMENT

Resource Acquisition

- **Draft Budget for 2018**

A draft budget was presented to the CCLS Finance Committee. Additionally, a budget for County expenses was submitted to Cumberland County.

Resource Allocation

- **Library Tax Installment**

The September library tax installment was made, transferring appropriate funds to member libraries on August 11. Additional installments are scheduled for October (September 22), November (October 20) and December (November 17).

LEARNING, INNOVATION & TECHNOLOGY

Leadership

- **Futures Conference**

Using a registration partially funded by Commonwealth Libraries, Carolyn Blatchley will be representing the system headquarters office at the Futures Conference - Imagination, Inspiration & Innovation – sponsored by the New Jersey State Library in September. *Building a vision for the “library of the future” is a requirement in the most recent Memorandum of Understanding. This is part of that process.*

New Technologies

- **Refined the Wi-Fi Hotspots Loan Process**

System headquarters staff met with member library staff to change the packaging and processes associated with the wi-fi hotspots. There will be 17 with 30-day loan periods and 41 with 14-day loan periods. New location codes and loan rules were created, packaging was improved, item records were edited, and most holds will be moved to the new 14-day record. This will increase the speed at which our hold lists are filled. The new packaging will be in the hands of libraries on September 19, and packaging changes will roll out as items are returned.

- **Continued Work on Smart Money Manager™ Project**

Working with staff from Comprise on the Smart Money Manager and Smart Alec products. *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

5. POLICY CHANGE: CHILD ABUSE AFFIRMATIVE ACTION POLICY

The current policy stipulates that mandated reporter training must be renewed every 36 months. After the CCLS policy was approved, the state changed the law to require training renewal every 60 months. Carolyn Blatchley and the Library Directors discussed the issue and are recommending the CCLS policy be changed to match the state law.

On a motion by Jim Hutcheson, seconded by Jonathan Williams, the Library System board unanimously approved revising the Child Abuse Affirmative Action Policy to require mandatory reporter training be renewed every 60 months.

6. JOB DESCRIPTION – FUNDRAISING AND GRANT PROJECT COORDINATOR

The job description for the new Fundraising and Grant Project Coordinator was distributed in the board packet.

On a motion by Paul Fisher, seconded by Tom Witt, the job description was unanimously approved.

UPDATES

7. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

- It has not yet been voted upon in public session, but the County does still plan to move to a fully self-funded health insurance program; it will be effective 1/1/2018.

8. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

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

CCLS Finance Committee

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

- 10/2/2017 - CANCELLED
- 11/13/2017

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, October 23, 2017 at the Cumberland County Library System’s headquarters office at 4:00 pm.