

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

MEMBERS PRESENT

Paul Fisher, Karen Shirey, Jim Hutcheson, Tom Witt, Judy Souleret and Bill Gould

OTHERS PRESENT

Carolyn Blatchley, Linda Noggle, Jennifer Martek, Sue Erdman, Jeff Swope, Bonnie Goble, Alicia Stine, Dana Best

CALL TO ORDER

A regular meeting of the CCLS Board was called to order by President Bill Gould at 4:10 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 October 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 October 2017.

Paul Fisher noted that actual expenses are in-line with the budget. It will depend on how timely outstanding revenue from the LSTA grant and the Comcast refund is received to determine whether or not another transfer of funds will be needed before the end of the year.

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

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Core Library Services

• Completing Changes to Telephone Messaging System

CCLS is switching to i-Tiva for telephone call-out and call-in systems that work with our automated system for notifications and processes such as renewals and hold cancellations. We are in the final stages of scripting and setting up hardware to make this change in January 2018.

Online Services

- **Joint Meeting of District Libraries to Discuss Summer Learning Software**
Attended a meeting of staff from across the district to identify needs for 2018 summer learning software.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Library Processes

- **Fundraising & Grants Coordinator Position Interviews**
Interviewed four candidates for the position, with plans to do second interviews with two candidates. *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.*
- **Revision of Library Policies**
Working in various collective groups of member library leaders and system headquarters leadership, policies continue being edited for presentation at the December board meeting. Among the policies are Animals at the Library and Programming. Additionally, we will be working on Confidentiality, Fund Allocation, Records Retention and Reference Resource Center policies.

Promote Library Services

- **Spoke about the Role CCLS Libraries Play in Information Literacy**
Carolyn Blatchley served as one of several speakers at the Joseph T. Simpson Public Library Municipal, School and Elected Officials Breakfast on October 4, addressing current programs provided by the library, and important considerations for the future.

SOUND FINANCIAL MANAGEMENT

Resource Acquisition

- **Budget Materials for 2018**
A draft budget was discussed by the CCLS Finance Committee and will be presented to the Board. Additionally, the 2017-2018 Application for State Aid paperwork and County Coordination Plan were completed, and information concerning the Plans for Use of State Aid have been provided to the libraries.

Resource Allocation

- **Library Tax Installment**
The December (2017 final) library tax installment was made, transferring appropriate funds to member libraries on November 17.

LEARNING, INNOVATION & TECHNOLOGY

Innovation and Partnerships

- **Bouquets for Books**
Accepted over 150 new and lightly used children's books and a donation of \$57 in the form of a Barnes & Noble gift card from this drive coordinated by Royer's Flowers &

Gifts.

NEW BUSINESS

4. 2018 STATE COUNTY COORDINATION AID PLAN

Carolyn reported that the total amount and plan for the use of Commonwealth Libraries' County Coordination Aid for 2017-2018, as recommended by member library directors, is the same as 2016-2017. The activities are identical to the plan which was submitted and approved last year. There are five categories for spending: library service; administration; library resources and collections; technology; and personnel.

5. CCLS BUDGET 2018

Paul Fisher reviewed the proposed 2018 System Budget, as recommended by the CCLS Finance Committee. Key points include:

- In 2018, the library system is projected to receive \$5,365,755 in total revenue. This is 1.8% more than the amount budgeted in 2017 (\$5,268,992). County tax revenue is projected to increase 1% due to tax rolls increases. In addition, \$100,000 in county grants from the MOU are expected to be received in 2018 for projects completed in 2017.
- In 2018, \$215,677 will be transferred from the 90-Day Contingency Fund to the operating fund, in order to balance the budget. This reflects a continued, planned spend-down of the fund. The amount of the transfer may increase if system headquarters moves to a new office in 2018.
- In 2018, the library system proposed expenditures are \$5,365,755. Of this, 66.5% of the funds will be distributed to member libraries (\$3,571,588). The actual 2017 costs of the former health subsidy benefit were added to the amount to be distributed in 2018. 33.4% of the funds (\$1,794,167) will be spent at the system level.

On a motion by Jim Hutcheson, seconded by Karen Shirey, the board unanimously approved the 2018 Cumberland County Library System Budget.

6. CCLS STAFF RETIREMENT

Carol Linderman-Justice is retiring from her position as the Adult Outreach Services Coordinator; this is the county-wide "STAR" program. Her last day of work will be December 7, 2017.

On a motion by Judy Souleret, seconded by Jim Hutcheson, the board unanimously approved hiring a new Adult Outreach Services Coordinator.

Carolyn will take the request to fill the position to the Commissioners' Salary Board meeting.

UPDATES

7. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 12/18/2017
- 1/22/2018 (exception)
- 2/26/2018 (exception)
- 3/19/2018
- 4/16/2018
- 5/21/2018
- 6/18/2018
- 7/16/2018
- 8/20/2018
- 9/17/2018
- 10/22/2018 (exception)
- 11/19/2018
- 12/17/2018

CCLS Finance Committee

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

- 1/2018 (NO MEETING)
- 2/5/2018
- 3/5/2018
- 4/2018 (NO MEETING)
- 5/7/2018
- 6/4/2018
- 7/2018 (NO MEETING)
- 8/6/2018
- 9/2018 (NO MEETING)
- 10/1/2018
- 11/5/2018
- 12/2018 (NO MEETING)

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:50 pm. The next meeting of the Cumberland County Library System will be held on Monday, December 18, 2017 at the Cumberland County Library System's headquarters office at 4:00 pm.