

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

MEMBERS PRESENT

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

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek, Sue Erdman, Jody Cole, Jeff Swope, Bonnie Goble, Alicia Stine, Dana Best, Vince DiFilippo, Sandy Moyle

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 November 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 November 2017.

Paul Fisher noted that as of November 31st CCLS is \$320,000 better than budget. There is no more tax revenue to be received in 2017. Paul anticipates that CCLS will end 2017 approximately \$200,000 better than budget. This is largely due to personnel position vacancies, as well as not hiring a consultant in 2017 to lead the strategic planning process. The transfer from the 90-day contingency fund was not necessary to meet the budget; the board will need to determine whether any year-end excess should be returned to the fund.

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

Carolyn received the audit agreement letter from Smith, Elliott & Kearns; the agreement provides two options: a one year agreement or a three year agreement. There is a discount if the three-year agreement is selected.

On a motion by Jim Hutcheson, seconded by Tom Witt, the library system board unanimously approved Carolyn Blatchley signing a three year agreement with Smith, Elliott & Kearns to perform the system headquarters audit.

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Online Services

- **Summer Learning Software Confirmation**

Beanstack was chosen as the 2018 summer learning software sign-up and management package. The Capital Area Library District is able to cover the annual subscription fee of \$10,670 as per the District negotiated agreement and the one-time implementation fees of \$295 per library for all CCLS libraries to have their own account.

<https://www.beanstack.org>

- **Reviewing Databases for 2018**

Increased costs to library databases may mean loss of one or more, depending on the ability for all libraries in the District to pay their share. Usage statistics and budgets are being reviewed. Databases in question are: MasterFile Complete, Business Source Premier and Literary Resource Center.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Customer Feedback

- **Addressed Customer Concern for Library Card Suspension Policy**

Received and responded to Facebook notification of a publicly made complaint. Customer owed \$1.50 for holds not picked up and could not renew materials online. She was unaware of the ability to pay fees online.

SOUND FINANCIAL MANAGEMENT

Resource Acquisition

- **2017-18 Application for State Aid Submitted**

Our application for state aid was signed and submitted to Commonwealth Libraries.

- **County Coordination Aid Plan Submitted**

Plans for use of county coordination aid were sent to Commonwealth Libraries. We received approval by Deputy Secretary and Commissioner for Libraries, Glenn Miller.

- **Member Libraries Asked to Submit Plan for Use of State Aid**

On November 18, each CCLS member library provided with information and asked to submit their Plan for State Aid by December 21, 2017. The submission of a yearly Plan for State Aid is a statutory requirement (24 Pa.C.S. § 9331).

- **Revised Donations Page for Foundation**

Memorial donations honoring Captain George J. "Jerry" Ellis prompted edits to our Foundation donation page to specify honor/memorial gifts. Out of respect for his dedication to the library and community, we will honor Mr. Ellis with thoughtful application of funds in his name, currently at \$1,300.00 and growing.

- **LSTA Payments Authorized by Commonwealth Libraries**

On November 22, 2017 CCLS was notified that LSTA payments were authorized for a final payment of \$23,789.78 on the mobile wi-fi hotspot grant and \$1,200.00 on the

professional development grant.

- **G. B. Stewart Foundation Grant Notification**

The Cumberland County Library System Foundation received notice that a grant request of \$5,500.00 for 15 wi-fi hotspots was filled by the G.B. Stuart Foundation. Distribution of these hotspots will restore borrowing of a hotspot from every library in the system in 2018.

- **UGI Provides Funding**

UGI provided a support grant in the amount of \$5,000.00 to the Cumberland County Library System Foundation. This will provide funds for the summer learning program, including a performer at all libraries and related materials.

- **Weis Markets Provides Funding**

Weis Markets made a donation in the amount of \$1,000.00 to the Cumberland County Library System Foundation. This will provide funds for the summer learning program.

- **Fundraising & Grants Coordinator Position Filled**

Ms. Jairee Counterman has been selected to fill the position. Her first day will be January 8, 2018. A full biography was shared with library directors and presidents of the Library System and Foundation boards.

- **Library Board and Foundation Board Solicitations**

CCLS Foundation Board President Kevin Stoner sent all board members letters to solicit end-of-year gifts to the Foundation. All members are encouraged to show their support with a gift of any size.

Resource Management

- **Accepted Resignation of STAR Coordinator**

Mrs. Carol Linderman-Justice retired from the Cumberland County Library System, effective December 13, 2017. Based on the November approval of the Library Board, justification for the position was sent to the Cumberland County Salary Board for approval to fill. It was approved and the position has been posted; applications will be accepted through January 3rd.

LEARNING, INNOVATION & TECHNOLOGY

Leadership

- **Provided Leadership Training to Library Staff**

We hosted a 3-session group course from the American Library Association entitled “Library Director Bootcamp—Getting the Skills You Need”. Staff from the system headquarters, Amelia Givin, Fredricksen, East Pennsboro, New Cumberland and Simpson libraries participated. Subjects covered were: Financials, Board & Trustees, Personnel, Buildings, Insurance, and Legal issues.

- **Providing Active Shooter Training to Library Staff**

Fredricksen and Bosler libraries are host sites for Active Shooter trainings, led by the Sherriff’s Office. Any staff from our member libraries is welcome to attend either session. System headquarters staff will use this information to update our emergency evacuation plan and reconsider which doors remain unlocked during business hours.

- **Project Management Training for System Headquarters Staff**
All managers at the library system headquarters office are participating in a 4-week course called Project Management Fundamentals for Library Staff in preparation for large projects ahead such as the building move, a website redesign and migrating to new integrated library system software.
- **Attended Rater Consistency Training for County Supervisors**
New supervisors Tara Major and Carolyn Blatchley attended the county's Rater Consistency training in preparation for 2017 evaluations.

Innovation and Partnerships

- **Reviewing Titles for United Way**
The Children's Programmers from each library reviewed the United Way's Success by Six "Getting Ready for Kindergarten" calendar to update the list of recommended books listed on each month. The new titles will be part of the calendar distributed for the 2018-19 school year.

Additional Items of Note

- **Library System wins United Way Pizza Party**
Cumberland County holds a drawing for a staff pizza party to reward United Way donations. There is one winner from all departments with 80% or more staff participation in giving. This year the Library System was one of the three highest giving departments of 2017, and won the pizza party!

NEW BUSINESS

4. MOU CONDITIONAL GRANTS

The Memorandum of Understanding provided for \$100,000 of Conditional Grant funding from the County to be available in 2017 (paid out 2018), 2018 (paid out 2019) and 2019 (paid out 2020). Carolyn met with Dana Best and Sandy Moyle to review the library system's progress on the 2017 goals. She will be making a presentation to the Commissioners on January 17th.

Carolyn shared a list of possible projects to propose to the Commissioners for 2018:

Diversification of Funding

- 1) Increase system-wide private, local Funding municipal and in-kind gift non-capital support __% more than received in 2017.

Digital Inclusion

- 2) Provide access to printing from patron-owned devices to library printers using SmartALEC.
- 3) Undergo a website redesign, including an upgrade to Drupal 8. Provide a secure, encrypted browsing experience by upgrading site security.

Library of the Future

- 4) Investigate platforms for downloadable video and/or alternatives for eBooks and eAudio

books.

- 5) Replace existing self-checkout machines and expand the number to ___. Provide the option for credit card payments on self-checkout stations.
- 6) Implement text messaging services and email receipts for library customers.
- 7) Explore the implementation of convenience services such as a library app, handheld inventory scanners, and/or a mobile version of the staff client for use in the stacks.
- 8) Explore the use of Radio Frequency Identification (RFID) and Automated Materials Handling (AMH) solutions to streamline workflows and enhanced patron services.

Operational Efficiency

- 9) Purchase and install electronic signature pads on circulation workstations, working toward the elimination of paper registration forms.
- 10) Relocate Cumberland County Library System headquarters to a non-county owned facility.
- 11) Using information gathering, communication, coordination, policy formulation, evaluation, and planning, improve decisions about the acquisition, retention, and access to library materials. Goals are efficiency and cost containment (better discounts; lower rates; take advantage of purchasing power).

Carolyn will consults the CCLS Finance Committee via email for feedback/approval. She hopes to submit the proposed projects to the Commissioners by January 5th for their review prior to a January 17th presentation.

UPDATES

5. NEWS FROM COUNTY COMMISSIONERS

News from the County Commissioners was shared.

6. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 1/22/2018 (exception) – Election of Officers
- 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)

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

Attachment A

- 11/19/2018
- 12/17/2018
- 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, January 22nd at the Cumberland County Library System's headquarters office at 4:00 pm.