

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
January 22, 2018**

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Carolyn Blatchley, Jennifer Martek, Jairee Counterman, Sue Erdman, Bonnie Goble, Vince DiFilippo

**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.

**ELECTION OF OFFICERS**

The nominating committee recommended the following people to serve as officers:

Paul Fisher, President

William Gould, Vice President

Jonathan Williams, Treasurer

Bill Gould asked if there were any nominations from the floor. There were none.

*On a motion by John McCrea, seconded by Jim Hutcheson, the nominations were closed and the ballot, as recommended by the nominating committee, was put forward and unanimously approved by the library system board.*

**MINUTES & TREASURER'S REPORT**

**1. PREVIOUS MINUTES**

*The Library System Board unanimously approved the December 18, 2017 Board meeting minutes.*

**2. TREASURER'S REPORT (PAUL FISHER, EX-OFFICIO TREASURER)**

The System Board reviewed the Balance Sheet and Income and Expense statement for the month of December 2017.

Paul Fisher noted that the year ended \$242,596 better than budget. Contributing factors to the budget surplus were unfilled staff positions; a consultant was not hired to facilitate the strategic plan; and planned equipment purchases came in under budget. This amount includes a transfer made from the 90-day contingency fund which will be returned to that fund.

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

## **REPORTS**

### **3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)**

#### **CUSTOMER SERVICES**

##### **Core Library Services**

- **One Book, One Community Reading Program**

*Poison Study* by local author Maria V. Snyder was the title chosen during public voting in August, and the kick-off takes place in January for the 2018 One Book, One Community read. Cumberland County Library System received 40 copies of the book at no charge, and purchased two eBook copies. February programs will take place in Cumberland, Dauphin, Perry and York counties, as well as at the State Library.

- **Longwood Gardens Community Read**

The 2018 Community Read celebrates women in horticulture with the title *Lab Girl* by Hope Jahren. We received free copies of the book from Longwood Gardens, and purchased an eBook copy. Additionally, Longwood Gardens provided complimentary reading materials and programming for teens and children with the titles *Women in Science* by Rachel Ignotofsky and *The Tree Lady*, written by H. Joseph Hopkins and illustrated by Jill McElmurry. There are books placed at each library, and reading club kits available through the library system office.

##### **Online Services**

- **iTiva Set-up**

Computer services staff are working on the final set-up of the new telephone messaging system, to be implemented in January 2018.

- **Online Summer Learning Program Registration**

Children's programmers are working directly with Beanstack software support to create their summer learning program profiles. Dave MacLachlan is providing assistance as needed to our libraries, although most will find adequate support through the company. Beanstack will provide registration, tracking and statistics as well as many interactive features for participants of all ages. This services is being funded by the Capital Area Library District.

### **RUNNING THE BUSINESS (PROCESSES AND EVALUATION)**

#### **Library Processes**

- **Future Integrated Library System Software Meeting**

Four CCLS staff members met with staff from Dauphin County Library System, Middletown Public Library and Hershey Public Library under the umbrella of the Capital Area Library District to consider the feasibility of a shared search for new and/or combined integrated library system software to replace Sierra in 2020.

- **Voice over Internet Protocol (VoIP) Phones Being Replaced**

Cumberland County IMTO contacted us to begin swapping out our Avaya VoIP phones

with Cisco phones. This new system will provide visual voicemail through Outlook, instant messaging (IM), and interaction with desk phones through a smartphone app. On December 27, we were given an estimated charge of \$3,813 annually for the phone system, which was not in the adopted library system budget.

- **Termination of Lease Received**

The Office of the Solicitor sent an official notice that our lease will be terminated December 31, 2019. Carolyn has been working with a realtor, but has not yet found a suitable property.

## **SOUND FINANCIAL MANAGEMENT**

### **Resource Acquisition**

- **2017 Conditional Grants Discussed with Commissioners**

Carolyn Blatchley made a presentation to the Board of Commissioners concerning the 2017 conditional grants progress (see attachment C1). \$75,000 of the \$100,000 was approved, while two items are pending more information. Member libraries are compiling financial totals for the local financial effort measure (worth \$15,000) and the Commissioners would like to read the proposal to provide “tell-a-story” services to inmates and their children (worth \$10,000) The concern with the latter project is that there was no coordination with the named county agencies to develop this proposal, to which we contend that our project manager was the Chief Clerk, who failed to elicit cooperation from all agencies. The goal to develop a proposal was met.

- **2018 and 2019 Conditional Grants Proposed to Commissioners**

Carolyn Blatchley made a presentation to the Board of Commissioners concerning the conditional grants for 2018 and 2019 (see attachment C2). They would like time to consider these and possibly discuss them with the incoming Chief Clerk.

- **County Coordination Aid Plan Approved**

Plans for use of county coordination aid were approved by Deputy Secretary and Commissioner for Libraries, Glenn Miller.

- **Plan for Use of State Aid Submitted**

The submission of a yearly Plan for State Aid by each library and the library system was completed by December 29, 2017.

- **McInroy-Scheffer People Trust Donation Notification**

The Cumberland County Library System received a check for \$2,500 to subsidize the purchase of Learning Express – a reference database that supports GED, SAT, ACT and AP courses, as well as skill building tutorials in math, history and science and job hunters preparing for career or military exams.

- **Dermody Properties Grant Notification**

The Cumberland County Library System Foundation received a grant award of \$500 for the purchase of Kindle or similar devices to use with STAR clients wishing to access eBooks.

### **Resource Allocation**

- **Received and Distributed January Payment to Libraries**  
Distributed the first County tax payment to member libraries on January 18, 2018.

## **LEARNING, INNOVATION & TECHNOLOGY**

### **Leadership**

- **Orientation and Training for Jairee Counterman**  
Provided orientation for our new Fundraising and Grant Project Coordinator, who started on January 8, 2018.
- **Retirement / Resignation of Betty Lou Zary**  
Betty Lou Zary – a nearly 12-year veteran of the cataloging department – announced her retirement, effective February 2, 2018.
- **Hiring of Adult Outreach Coordinator**  
Three candidates were interviewed and the position has been offered to Christa Bassett. She has accepted and will begin work in early February.

## **NEW BUSINESS**

### **4. PERMISSION TO RENEW \$1 MILLION CERTIFICATE OF DEPOSIT WITH F&M TRUST**

Carolyn reported that the current CD, with a rate of 1.2%, expires February 10<sup>th</sup>. F&M has offered a rate of 1.5%, with a review to occur after 6 months.

Jonathan Williams shared that the interested rate set by the Fed is anticipated to rise faster than previously thought. The board questioned whether it is the intent of F&M to review the CD in 6 months in order to raise the rate even higher than 1.5%? The Board asked that more details be obtained and presented to the Finance Committee at their February meeting. The decision of the Finance Committee could be approved by the Board via an email vote.

### **5. TRUSTEE TRAINING**

Carolyn asked if the Board found it valuable for CCLS to offer training for member libraries' new Trustees. The system board agreed it is valuable and recommended it be offered in March or April of each year.

### **6. STRATEGIC PLANNING REQUEST FOR PROPOSAL**

Carolyn asked the Board what involvement they want to have in developing the RFP for a strategic planning consultant. The Board is comfortable with Carolyn writing the RFP and running it past the solicitor before posting; the Board would like to be consulted in selecting the facilitator from the applicants.

Jim Hutcheson questioned how much updating is needed of the current strategic plan. If the plan only needs minor tweaking, is it necessary to hire a facilitator? Also, a great deal of work has already been done through the Consensus Building and MOU processes. The Board asked that Carolyn distribute the current plan for review; the board will consider the need for a facilitator at the February meeting.

## UPDATES

### 7. NEWS FROM COUNTY COMMISSIONERS

News from the County Commissioners was shared. A new Chief Clerk, Stephen Brayman, has been hired; he will begin his role February 26, 2018.

### 8. NEWS FROM VISITORS

News from member libraries was shared.

### MEETING DATES REMINDER:

#### **CCLS Board Meetings**

**(4:00pm, 3<sup>rd</sup> Monday monthly)**

- 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, 1<sup>st</sup> 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, February 26<sup>th</sup> at the Cumberland County Library System's headquarters office at 4:00 pm.