

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
February 26, 2018**

MEMBERS PRESENT

Paul Fisher, John McCrea, Bill Gould, Lu Conser, Linda Ries

OTHERS PRESENT

Vince DiFilippo , Stephen Brayman, Sandy Moyle, Carolyn Blatchley, Jennifer Martek, Sue Erdman, Bonnie Goble, Jeff Swope

CALL TO ORDER

A regular meeting of the CCLS Board was called to order by President Paul Fisher 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 January 22, 2018 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 January 2018. The state aid payment and the first installment of the county library tax were both received in January; payments to member libraries will be reflected on the February report.

After review of the reports, the Library System Board unanimously moved to file the January 2018 Treasurer's Report for audit.

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

2017 LIBRARY SYSTEM STATISTICS

2017 library system statistics in comparison to 2016 were reviewed and discussed. System-wide card holders and number of programs are up slightly, while library visits, circulation, and program attendance are down. An error in the 2016 statistics for eBooks and eAudio was noted. The Board would be interested in knowing which libraries are up or down in each area and thoughts as to why this is the case.

CUSTOMER SERVICES

Core Library Services

• **Reinstatement of the System-wide Website Advisory Team**

Library System staff and member libraries have started working on website revisions

in preparation for a move to Drupal 8 and a library website with an SSL certificate.

Online Services

- **Shippensburg Library Beta-testing SmartALEC**

Shippensburg Public Library launched our first installation of SmartALEC printing from patron owned devices. Website information and social media posts to promote the service have been drafted.

Library Roles and Initiatives

- **Refining 2018 Conditional Grant Goals**

We are continuing to evaluate library service roles and initiatives through the 2018 Conditional Grant Process.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Customer Feedback

- **Early Literacy Survey Conducted**

Member libraries conducted the Public Library Association's Project Impact survey on the outcomes of Early Literacy programs. Results have not been tabulated at this time.

Library Processes

- **Attended Vendor Meetings with Brodart and Baker & Taylor**

Met directly with Brodart and Baker & Taylor, while another staff member communicated directly with Inghram, to consider options for more cost-effective acquisition and processing of library materials. Discussed an alternative eBooks platform with Baker & Taylor.

- **Attended Vendor Meeting with TechLogic**

Met directly with TechLogic representative and obtained a quote for RFID technology to increase efficiency and accuracy in check-out, check-in, inventory and more.

SOUND FINANCIAL MANAGEMENT

Resource Acquisition

- **Attended 2 County Finance Meetings in February**

Discussed the remaining 2017 Conditional Grant proposal items with Cumberland County Commissioners, and the prospective grants for 2018 and 2019.

Resource Management

- **Met with Representative from PLGIT; Contacted Reference**

Met with a representative from the Pennsylvania Local Government Investment Trust to discuss the possibility of moving investments.

- **Allowed F&M Certificate of Deposit to Mature**

Based on the Board of Directors email vote, signed paperwork that moved our Certificate of Deposit to a Money Market account, giving the Finance Committee time to review options for our investment.

Resource Allocation

- **State Aid Funding Received and Distributed it to Libraries**

Received payment of \$1,058,036.52 from Commonwealth Libraries in January 2018, and paid out \$700,602.00 to member libraries (according to the Formula) on

February 2, 2018.

- **County Tax Funding Received and Distributed to Libraries**
February 9 Library Tax installment of \$329,000.00 was paid out to member libraries.

LEARNING, INNOVATION & TECHNOLOGY

Leadership

- **Training and Orientation of New Adult Outreach Coordinator**
Mentored Tara Major (Public Services & Training Coordinator) in the training of new staff member Christa Hess (Adult Outreach Coordinator). Cumberland County Library System has contracted former Adult Outreach Coordinator Carol Linderman-Justice to mentor Christa for one month.
- **Staff Training in Goal-setting for County P4P 2018**
All supervisors attended training in writing staff goals for the 2018 Pay-for-Performance system.
- **Participation in County P4P 2017**
All supervisors wrote and conducted 2017 performance evaluations, and reviewers submitted material to the County. Carolyn Blatchley participated in the day-long norming process for all county employees.

New Technologies

- **New Voice-over-Internet Protocol Phones Implemented**
At the direction of County Government, library system staff received new phones and extensive training on the Cisco phone system and Jabber application for additional communication methods.

NEW BUSINESS

4. RATIFY EMAIL VOTE

On a motion by John McCrea, seconded by Bill Gould, the Board unanimously ratified the 2/12/18 email vote to allow \$1 Million CD at F&M to mature and deposit those funds into the money market account at F&M while the Finance Committee explores other investment vehicles.

5. CUSTOMER BEHAVIOR POLICY

On a motion by Lu Conser, seconded by Linda Ries, the Board unanimously approved a revision to the Customer Behavior Policy to address animals in the library/service animals in training.

6. FUND ALLOCATION POLICY

On a motion by Linda Ries, seconded by Bill Gould, the Board unanimously approved a revision to the Fund Allocation Policy to eliminate Reference Resource Centers from the formula and shift 3% to equalization.

7. FUND RESTRICTION POLICY

On a motion by Lu Conser, seconded by Linda Ries, the Board unanimously approved a revision to the Fund Restriction Policy to remove references to AccessPA.

OLD BUSINESS

8. 2018-19 CONDITIONAL GRANTS

Carolyn shared a draft of the proposed 2018-19 Conditional Grants from the County. Carolyn will be meeting with Dana Best, County Finance Director, to make sure the goals are measurable. The 2017 \$10,000 goal of a proposal for a prison Tell-A-Story program has been deferred to 2018 to address a higher priority project. There will be a total of \$110,000 available in conditional grants in 2018. Carolyn suggested that the libraries could establish a goal that helps to address the opioid epidemic. Carolyn will ask each Board member to submit at least one idea for the grant opportunity.

9. STRATEGIC PLANNING

The CCLS 2018 budget includes funding to hire a consultant to facilitate a new strategic plan. However, Jim Hutcheson expressed a concern at the January Board meeting and in a follow-up email as to whether a consultant is necessary or a good use of resources.

Carolyn shared that her Board reports and annual goals for CCLS staff are all based on the strategic plan. However, over the past two years the Consensus Building Memorandum of Understanding and Tax Increase Memorandum of Understanding have become the guiding documents. Carolyn believes that it is helpful to have the facilitator be an objective third party, whose priority it is to keep the process moving.

The Board deferred the decision to hire a consultant until the March Board meeting. The Board would like to see a list of pros and cons on hiring a consultant.

10.2018 BOARD ACTIVITIES

- Trustee Training – The Board is fine with any date this spring that Carolyn chooses.
- Legislative Breakfast – The Board is in favor of holding this event in 2018. The goal is to raise awareness of library services and needs among elected officials (County, State and Federal level.)

11.ESTATE OF CHARLES R. CURTIS

Carolyn shared a letter from the law firm handling the estate of Charles R. Curtis. The library system will receive 25% of the bequest in May. The total bequest to the library system will approximately \$295,000. The Finance Committee will discuss and advise the Board on investment and use of these funds.

UPDATES

12.NEWS FROM COUNTY COMMISSIONERS

News from the County Commissioners was shared.

13. NEWS FROM VISITORS

News from member libraries was shared.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 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)

- 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 5:30 pm. The next meeting of the Cumberland County Library System will be held on Monday, March 19th at the Cumberland County Library System's headquarters office at 4:00 pm.