

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

MEMBERS PRESENT

Paul Fisher, Jonathan Williams (phone), Bill Gould, John McCrea, Lu Conser

OTHERS PRESENT

Vince DiFilippo, Carolyn Blatchley, Jennifer Martek, Kate Pursel, Dave Delp, Steven Garesto

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 September 17, 2018 Board meeting minutes.

2. TREASURER’S REPORT (JONATHAN WILLIAMS, TREASURER)

The System Board reviewed the following financial statement for the month of September 2018:

- Balance Sheet
- Income and Expense
- Cash Report
- Accounts Receivable Summary
- Check Register
- Smart Pay Deposit Report

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

The System Board reviewed the October 2018 Finance Committee Meeting Summary. In that meeting, the committee discussed whether CCLS is limited to investing the bequest into interest accounts, or whether a bequest could be invested in an account that would not be limited to interest bearing deposit types of investments...in other words a “market-based account”. The committee is in favor of exploring this and wants to craft an “Investment Policy Statement” for the Board to consider. John McCrea recommended that the committee carefully review Act 10; it limits the type of market-based investment products.

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Online Services – Provide customers with innovative, effective online library services

- **Website Transferred**
Moved to new servers with updated operating systems.

Service Models – Exploring and evaluating new library service roles and initiatives

- **2019 Performance Goals**
CCLS Executive Director submitted 2019 performance goals. Q3 performance measures were entered into the county database for review by the Commissioners.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Customer Feedback – Obtain and respond to customer feedback about library roles and services

- **Response to Customer Complaint**
Responded to a customer's complaint that she was unable to renew items online because of a 50-cent hold pickup fee she was unaware she had (her email was not up to date in our system.)

Promote Library Services – Promote the value of library services strategically and effectively

- **Legislative Breakfast**
The breakfast will be next Wednesday, October 31st at 7:30am at Bosler Library. CCLS Board members (not alternates) and Member Library Board Presidents were asked to attend.

SOUND FINANCIAL MANAGEMENT

Resource Management – Manage resources effectively

- **Negotiations with Baker & Taylor for changes to invoicing**
- **2018-19 Application for State Aid submitted**
- **2019 County Coordination Plans submitted**
- **Revisions to the 2019 Budget (Preliminary)**
Following review of the preliminary budget by library directors and the Finance Committee, the 2019 budget was revised for the Library System Board to consider.
- **Future Building Negotiations**
Continued negotiation of lease terms with potential landlords; fielding questions to our solicitor and taking two board members on a tour. Comparison provided for board meeting.

Resource Allocation – Allocate resources equitably

- **County Tax Funding Received and Distributed to Libraries**
Library Tax installment was paid out to member libraries on October 19.
- **Transfer to Money Market**
\$200,000 was moved from our operating account back into the money market account.

LEARNING, INNOVATION & TECHNOLOGY

Leadership – Develop leadership among staff and board members

- **Attendance at Statewide Conference and Legislative Day**
The Executive Director and several library system staff attended this event. Visits were made to the offices of state legislators Keller, Rothman and Alloway.
- **Staffing**
Interviews have taken place for a new part-time Computer Technician position. Two new staff members were trained as Supervisors on the Kronos timeclock system.

Innovation and Partnerships – Foster innovation and partnerships

- **Presentation on CCLS to the County Department Heads**
The Executive Director spoke to County department heads about library services.
- **First Meeting of the Futures Task Group**
The next meeting is scheduled for November 27 at 4:00 PM at CCLS Headquarters

NEW BUSINESS

4. OFFICE RELOCATION (PAUL FISHER)

Last Thursday, Paul Fisher and Jonathan Williams accompanied Carolyn on tours of the two prospective office sites: 230 S. Spring Garden St, Carlisle and 400 Bent Creek Blvd, Mechanicsburg. Carolyn shared a chart with the System Board which compared the two properties in a variety of areas: size; monthly rent; escalation; security deposit; utilities; restroom paper products; general repairs; estimated 10 year cost; parking; build-out allowance from owner; carpet & paint; space; parking; drive-up access; on delivery route; impact on staff; travel difference to/from libraries. The estimated 10 year cost savings at Bent Creek is over \$100,000. After reviewing the chart, Paul Fisher commented that both properties are comparable and would be acceptable. The System Board asked Carolyn which property she preferred; she believes Bent Creek would be the better location. Paul shared there is an urgency from the property owners for CCLS to make a decision. The lease for Bent Creek will begin occupancy January 1, with rent payments to begin March 1.

On a motion by Lu Conser, seconded by Bill Gould, the Library System Board unanimously approved the Executive Director execute a lease agreement (after review by the solicitor) on 400 Bent Creek Blvd, Mechanicsburg.

5. 2019 LIBRARY SYSTEM BUDGET (PAUL FISHER)

The Library System Board reviewed a draft of the 2019 Budget. The budget includes estimated moving costs. Now that the building location is known, quotes for actual moving costs can be obtained; Paul asked that Carolyn obtain these numbers. Paul also expressed the desire for all libraries to have a chance to comment on the budget. He encouraged board members to review the budget and email Carolyn with any questions or concerns.

On a motion by John McCrea, seconded by Lu Conser, the Library System Board unanimously approved tabling the 2019 Budget, for action at the November System Board Meeting.

OLD BUSINESS

6. NONE

UPDATES

7. NEWS FROM COUNTY COMMISSIONERS

News from the County Commissioners was shared.

8. NEWS FROM VISITORS

News from member libraries was shared.

Visitors Dave Delp and Steven Garesto shared their concern that library collections and displays were reflecting a political bias against President Donald Trump. Paul Fisher explained that CCLS is a federated system; each library is independent in managing their collection policies and practices.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:15 pm. The next meeting of the Cumberland County Library System will be held on Monday, November 19th, at the Cumberland County Library System's headquarters office at 4:00 pm.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 11/19/2018
- 12/17/2018

CCLS Finance Committee

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

- 11/5/2018
- 12/2018 (NO MEETING)