

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
February 25, 2019**

MEMBERS PRESENT

Paul Fisher, Bill Gould, Sherwood McGinnis, Linda Ries, John McCrea

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek

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 28, 2019 Board meeting minutes.

2. TREASURER'S & FINANCE COMMITTEE REPORTS (JONATHAN WILLIAMS, TREASURER)

The System Board reviewed the following financial statements for the month of January 2019:

- Balance Sheet
- Income and Expense
 - There is a new expense line for Kronos Accounting Services. This is the electronic timecard system used by the County.
- Cash Report
- Accounts Receivable Summary
 - The \$41,233.35 receivable from Cumberland County is the remainder of the 2018 library tax revenue. The exact amount is not known until early February, and at that time the journal entry for December is made, per the audit. At the time of the December statements to the Board, this number was not yet known nor recorded. December remains open until the Audit is completed.
- Check Register
- Smart Pay Deposit Report

After review of the reports, the Library System Board unanimously moved to file the January 2019 Treasurer's Report for audit.

The summary of the February 4, 2019 Finance Committee meeting was shared and reviewed (attachment C).

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Core Library Services – Provide core audiences with quality library services

- **Three Policies Edited; Board Vote Requested as New Business at Feb. 25 Board Meeting**

“Long Overdue Accounts” – Agenda Att. E

The Policy Team reviewed this policy as part of the regular schedule. Revised to rename it “High Balance Accounts” and move it to be a sub-section of the Suspension of Library Card Privileges policy. Directors approved the revisions.

“Exemptions from Fees” – Agenda Att. F

The Policy Team reviewed this policy as part of the regular schedule. Revised to clarify; update “Educational Support” borrower type and description.

“Lost Library Cards” – Agenda Att. G

The Policy Team reviewed this policy as part of the regular schedule. Revised to clarify proof of identification is required.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

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

- **Discussion of Simpson Library Survey Results**

Library system headquarters staff, Simpson Library staff and staff from other libraries met to read and discuss concerns and desires of Simpson Library staff, board and cardholders. This was in response to a survey that Simpson Library conducted for their strategic planning process. Conversation centered around ways that the library system can improve services for customers and staff.

Library Processes – Evaluate and adopt efficient, cost-effective library processes

- **RFID Vendor Demonstrations / Trainings**

51 people attended February vendor demonstrations and trainings on Radio Frequency Identification in libraries (27 attended an in-person session with TechLogic; a known 24 people attended an online session with D-Tech.) All libraries were represented along with one member of the CCLS Finance Committee.

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

- **Advocacy for State Funding**

An email concerning 2019-2020 projected level Funding in State Aid to Libraries included in Governor Tom Wolf’s budget address of February 5, 2019 was sent to all Library System board members, finance committee members and library directors.

This means that under the Governor’s proposed budget, Cumberland County Library System can expect level funding of State Aid to Libraries and to the Capital Area Library District (District funds are allocated to services that support all public libraries in Cumberland, Dauphin and Perry Counties.)

Cumberland County Library System is projected to receive \$1,058,036.52, and the Capital Area Library District is projected to receive \$380,705.38.

SOUND FINANCIAL MANAGEMENT

Resource Acquisition – Obtain adequate resources

- **Presentation to the Cumberland County Finance Board**

Carolyn Blatchley provided a presentation on the accomplishments of the library system headquarters staff and member libraries toward our 2018 Conditional Grant Goals. \$90,000 of \$100,000 was awarded. Carolyn will be invited back to a future meeting to discuss the final \$10,000.

- **Lease for PSBA Complete**

Carolyn Blatchley provided signed copies of the lease for permanent filing to the Cumberland County Solicitors Office and to the Pennsylvania School Boards Association for the property at 400 Bent Creek Blvd, Suite 150, Mechanicsburg.

- CCLS paid both the February utilities and the April rent on February 1.
- Cumberland County will pay March utilities (CCLS will reimburse.) This will be the final utilities payment to PSBA by all parties.
- Cumberland County will pay May rent, and all future rent payments to PSBA (CCLS will reimburse.)

CCLS is now officially the tenant of this space, and able to move freely in and out of the building 24 hours a day.

- **Build-out Plans Approved; Permit Applications Filed**

R.S. Mowery & Sons, Inc. has provided CCLS with a project manager, who works directly with Carolyn Blatchley. Mowery has drawn up plans for the leased space build-out, which has been thoroughly vetted by CCLS staff and PSBA. Permits were filed with Silver Spring Township. CCLS has chosen cabinetry and countertop for shared workspaces, and taped out cubicle arrangements. Selecting vinyl flooring for the entry-way will happen in the next week. The current expected completion date is May 15, 2019.

Resource Management – Manage resources effectively

- **District Negotiations Date Set**

The 2019/2020 District Negotiations Meeting for the Capital Area District to allocate spending of \$380,705.38 for services from the District will be held on Thursday, April 4, 2019 from 1:00 PM to 4:00 PM. Each CCLS member library director is invited, and if attending, gets a vote.

Resource Allocation – Allocate resources equitably

- **February 2019 County Funding Distributed to Member libraries**

Funds were distributed according to the funding formula on February 8, 2019.

LEARNING, INNOVATION & TECHNOLOGY

Leadership – Develop leadership among staff and board members

- **Pay for Performance**

All 2018 evaluations were submitted on time in accordance with the County's Pay-for-Performance objectives, and edits were made at the advice of the Human Resources

Department. Sharon Scott (Technical Services) participated in the norming process of evaluations for Human Services departments (such as Conservation District, Planning, Elections, Tax Assessment, etc.)

- **County Training Needs Assessment & Competency Model**

Carolyn Blatchley participated in a feedback session with Cumberland County Human Resources to assess training needs of County staff. The County has contracted with Dering Consulting Group, Inc. to conduct a training needs assessment and develop a Competency Model that will create a clear connection for employees between the Mission of the County and their specific roles. Additionally, the competency model process will provide data to support training/talent management decisions.

New Technologies – Embrace new technologies

- **Data Extraction and Error Reports**

Barbara Leach (Information Technology) and Tara Major (Training) met with Dauphin County Library System staff to discuss ways to use SQL queries to extract, and possibly automate, Sierra data that can more efficiently be obtained by complex methods.

Innovation and Partnerships – Foster innovation and partnerships

- **Foundation Funding - EITC**

An EITC check presentation from Riverview Bank was made to the Foundation on February 5, 2019. The amount was \$1500. A press release was issued, and photo permission granted to both parties.

OLD BUSINESS

4. 2018 COUNTY CONDITIONAL GRANT FUNDING

Carolyn shared a copy of the 2018 Conditional Grant Report which was given to the Commissioners.

NEW BUSINESS

5. POLICY REVISIONS

On a motion by John McCrea, seconded by Linda Ries, the Library System Board unanimously approved the policy revisions proposed in the Executive Director's Report: 1) Long Overdue Accounts; 2) Exemptions from Fees; and 3) Lost Library Cards.

UPDATES

6. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

None

7. NEWS FROM VISITORS

News from member libraries was shared.

ADJOURNMENT

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

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 3/18/2019
- 4/15/2019
- 5/20/2019
- 6/17/2019
- 7/15/2019
- 8/19/2019
- 9/16/2019
- 10/21/2019
- 11/18/2019
- 12/16/2019

CCLS Finance Committee

(4:00pm, 1st Monday quarterly)

- 5/6/2019
- 8/5/2019
- 10/7/2019 (exception, budget mtg)
- 11/4/2019