

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
April 15, 2019**

MEMBERS PRESENT

Bill Gould, Sherwood McGinnis, Kevin Stoner, John McCrea, Jonathan Williams

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek, Vince DiFilippo, Jeff Swope, Bonnie Goble, Kate Pursel

CALL TO ORDER

A regular meeting of the CCLS Board was called to order by Vice President Bill Gould at 4:00pm 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 March 18, 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 March 2019:

- Balance Sheet
 - YTD comparison, 2019 v 2018: The total for checking/savings is \$439,774 higher for 2019. This is due to the Curtis Estate bequest.
 - YTD comparison, 2019 v 2018: The Sierra contract fixed asset decreased 50.49%.
 - YTD comparison, 2019 v 2018: Total liabilities and equity is approximately \$361,867 higher for 2019.
- Income and Expense
 - Interest rates are up for the PLGIT investment account. At the next finance meeting, the committee will discuss moving the Curtis Estate bequest to a PLGIT account.
 - YTD revenue comparison, 2019 v 2018 reflects receipt of \$75,000 in March 2018 for the 2017 conditional grant projects. The library system anticipates it will soon receive \$100,000 from the county for the 2018 conditional grant projects.
- 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 March 2019 Treasurer's Report for audit.

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY, WRITTEN REPORT)

CUSTOMER SERVICES

Core Library Services – Provide core audiences with quality library services

- **Policy Edited; Board Vote Requested as New Business at April 15 Board Meeting**

“Record Retention Schedule” – Agenda Att. D

After extensive rewriting of this formerly 22-page policy, the Policy Team asked the Library Directors to review it as part of the regular schedule. The Library System Headquarters is governed by the County Records Act. Guidance for following this Act is found in the Cumberland County Records Manual which is regularly updated to address administrative and legal records; financial records; personnel records; and purchasing records. Rather than rewriting that document as our own policy which will need frequent updating, this policy states we will follow that document, as well as maintaining 13 other types of records.

- **STAR Homebound Increases**

Nineteen (19) new people have registered for STAR services for homebound this year, including a former Fredricksen Library Board President and Cumberland County Library System Board member. When thanked for her service to libraries, she responded, “Libraries have given me so much more than I have given them.”

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

- **Renewed TumbleBooks**

Cumberland County Library System renewed the TumbleBooks library. In 2019, this database will be evaluated for reconsideration.

- **Experimenting with Alternate Identification**

Library staff are testing an Alternate ID feature which may allow cardholders to log into Encore – our online catalog – with a username of their own choosing instead of a barcode number.

- **Internet Filter Replacement**

The internet filter is reaching end of life. Replacements are being priced and evaluated.

- **Authority Files Exported, Cleaned and Reimported**

The authorities file, which contains the subject headings used to catalog materials, was sent out for clean-up and updating, then reimported into the Sierra database. This will result in greater findability of library materials.

Library Roles and Initiatives – Explore and evaluate new library service roles and initiatives

- **Testing Program Registration Software**

Information technology staff are testing software for online program registration which, among other things, will allow attendees to pre-pay for event costs, create waitlists and move people up the waitlist.

- **AccessPA Database Replacement**

Our database of titles available for Interlibrary Loan was uploaded to the AccessPA SHAREit database.

RUNNING THE BUSINESS (PROCESSES AND EVALUATION)

Cost Effectiveness – Evaluate and adopt efficient, cost-effective library processes.

- **Radio Frequency Identification (RFID) Request for Proposal (RFP) drafted and reviewed**
Staff from all libraries participated in the drafting of an RFP for RFID services. Board members will be given the opportunity to review the RFP before it is publicized to vendors.

Customer Feedback – Promote the value of library services strategically and effectively

- **Feedback on Suspension of Library Card Privileges Policy**
Executive Director fielded a phone call complaint from a New Cumberland customer who owed 30-cents and could not renew materials online.

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

- **Press Coverage for Kanopy**
A press release for Kanopy resulted in two articles in the Carlisle Sentinel and an interview with ABC27.
- **Article in 50Plus Life PA**
Two STAR volunteers (Liz Richardson and Heidi Stadnicki) were profiled as the cover story of this online and print publication. <http://www.50pluslifepa.com/local-stories/profiles/1066-cover-story-have-books-will-travel>
- **Proclamation for National Library Week**
Executive Director Carolyn Blatchley worked with Cumberland County Commissioner's Office to develop a proclamation for National Library Week which was presented as part of the April 8 Board of Commissioners meeting.
- **Press Release for National Library Week**
Fundraising and Grants Coordinator Jairee Counterman drafted a press release for National Library Week that was further edited and distributed by the Cumberland County Communications Department. The release promoted the role that public libraries play in literacy, technology support and as community gathering places.

SOUND FINANCIAL MANAGEMENT

Resource Acquisition – Obtain adequate resources

- **Comcast Contract Signed**
As discussed at our March Library System Board meeting, CCLS Board members were asked to vote by email to approve Executive Director Carolyn Blatchley sign a 3-year contract with Comcast for Internet and Wide Area Network services at a cost not to exceed CCLS's current Wide Area Network and Internet services annual costs.

The annual cost will be \$95,351.40 before any applicable surcharges or fees, and represents the cost of service without Erate applied (we anticipate receiving a 57% Erate discount.)

A 5% discount overall was negotiated from the original bid, and Comcast also agreed to double our Ethernet Private Line Service (EPL) from 500 Mbps to 1000 Mbps at 73% less than what they were offering that same speed in the original document. This should result in faster internet services at our member libraries. With the increased EPL, we still will realize a 3.1% overall discount on our Comcast service, accompanied by an additional

expected 57% Erate savings.

There was a majority “Yes” vote which resulted in signing a new contract for 2019-2022 at a cost of \$7,945.95/month, as compared to the \$8,201.00/month continuation of our 2016-2019 contract. This vote will be ratified at the April Board meeting.

- **Comcast Business Line Ordered**

A Comcast Business line was ordered for the Bent Creek property. It will be configured to establish continuity of operations until the network and equipment can be moved on or around July 1, 2019.

- **Bent Creek Property Progress Continues**

Framing and drywall have been completed, and most of the wiring is done. Tile flooring has been installed at the entrance, and cubicles are 90% constructed. Completion of the cubicles will happen after cubicle walls have been steam cleaned on April 15 and 16. Painting will start next week. Countertops and cabinetry are set to be installed April 29 and 30. The major moving should be able to take place May 14-15, 2019.

- **Semi-Annual Statement of Charges Letters Sent**

Customers who owe less than \$25 (and will not be sent to the Collection Agency) but owe more than \$5 were sent a letter or email reminding them of the need to clear their library card account of fines and fees.

- **District Negotiated Agreement Meeting Held**

Four (4) CCLS library directors, including System director Carolyn Blatchley, attended the District Negotiated Agreement meeting in which the distribution of 2019-20 state funding to the Capital Area Library District was determined. Each library director or board president must sign and return the agreement in order for the process to be complete. (See Agenda Att. E)

Resource Management – Manage resources effectively

- **2018 Merit Based Compensation Process Completed**

All library system evaluations for 2018 were completed and reward letters were distributed. All staff signed off in the County recording system before the deadline, and the appeals process information was conveyed to all library system staff.

- **2018 Conditional Grant Goals**

Carolyn presented an update on Kanopy to the Commissioners at their April 10th Finance Meeting. The Commissioners approved the \$10,000 conditional grant money which was tied to this project. CCLS expects to soon receive the full \$100,000 for the 2018 conditional grants.

Resource Allocation – Allocate resources equitably

- **EITC Funds Distributed to Member Libraries**

The Cumberland County Library System Foundation approved the release of funds to support Summer Learning programs at member libraries. Checks were written and sent to member libraries prior to the April 15 CCLS Board meeting.

- **Roll-Up of State Annual Reports**

Our District Consultant has reviewed all 2018 State Annual Reports and recommended them for roll-up and locking. This is the official submission to Commonwealth Libraries in response to state funding.

- **April 2019 County Funding Distributed to Member libraries**
Funds were distributed according to the funding formula on April 5, 2019.

LEARNING, INNOVATION & TECHNOLOGY

Leadership – Develop leadership among staff and board members

- **Training for CCLS Executive Director**
Carolyn Blatchley attending a PANO workshop for Association of Pennsylvania Public Library Systems (APPLS) members on compliance issues.
- **Training for Supervisors at Library System Headquarters**
Six (6) staff members attended the Nonprofit Training Institute’s training, “Creating and Mastering a Successful Leadership Style”, each earning 3 hours of continuing education.

NEW BUSINESS

4. STATE ETHICS COMMISSION FILINGS

Carolyn shared paper copies of the SEC form with those in attendance who still need to complete their filing. All CCLS Board members, including alternates, are required to complete this form. Please send the completed form to Jennifer Martek by April 24th.

5. MAY BOARD MEETING

On a motion by John McCrea, seconded by Jonathan Williams, the Library System Board unanimously approved cancelling the May 20th Board Meeting, due to the system headquarters’ office move.

6. RATIFY EMAIL VOTE ON WIDE AREA NETWORK

On a motion by Kevin Stoner, seconded by Jonathan Williams, the Library System Board unanimously ratified the email vote to approve signing a 3-year contract with Comcast for Internet and Wide Area Network services

7. POLICY REVISIONS AND DISTRICT LIBRARY SERVICES

On a motion by Jonathan Williams, seconded by Sherwood McGinnis, the Library System Board unanimously approved the policy revision proposed in the Executive Director’s Report: 1) Record Retention Schedule, as well as the agreement for the provision of District Library Services within the Capital Area Library District (July 1, 2019-June 30, 2020).

UPDATES

8. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)

News from Cumberland County was shared.

9. NEWS FROM VISITORS

News from member libraries was shared.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:45pm. The next meeting of the Cumberland County Library System will be held on Monday, June 17th at the Cumberland County Library System's headquarters office at 4:00pm.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 5/20/2019 - CANCELLED
- 6/17/2019 – 400 Bent Creek Blvd, Ste 150, Mechanicsburg. Green Conference Room.
- 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 – 400 Bent Creek Blvd, Ste 150, Mechanicsburg.
- 10/7/2019 (exception, budget mtg)
- 11/4/2019