

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
August 19, 2019**

**MEMBERS PRESENT**

Paul Fisher, Sherwood McGinnis, John McCrea, Bill Gould

**OTHERS PRESENT**

Carolyn Blatchley, Jennifer Martek, Linda Noggle, Vince DiFilippo, Jeff Swope, Sue Erdman, Bonnie Goble, Kate Pursel

**CALL TO ORDER**

A regular meeting of the CCLS Board was called to order by President Paul Fisher at 4:00pm in the meeting room of the Cumberland County Library System, Mechanicsburg, PA.

**MINUTES & TREASURER'S REPORT**

**1. PREVIOUS MINUTES**

*The Library System Board unanimously approved the July 15, 2019 Board meeting minutes.*

**2. TREASURER'S & FINANCE COMMITTEE REPORTS (CAROLYN BLATCHLEY FOR JONATHAN WILLIAMS, TREASURER)**

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

- 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 July 2019 Treasurer's Report for audit.*

**REPORTS**

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

**CUSTOMER SERVICES**

**Core Library Services**

- **Policy Edited; Board Vote Requested as New Business at August 19 Board Meeting**  
"Library Card Holder Responsibilities Policy" – The Policy Review team and member library directors drafted changes to the Library Card Holder Responsibilities policy to include language that explains the responsibilities associated with authorized users on

library card accounts. Edits were made to address a previously undocumented practice that has been in place for over 5 years.

- **Summer Read Author Event Announced – Tickets Available**

Participants in the Summer Read are invited by WITF's Transforming Health to an event called A Summer Read: Beyond the Pages with Sue Klebold on Monday, September 16 at 6:00 PM at The Kulkarni Theatre on the campus of Penn State Harrisburg. In her talk titled "Reaching for Hope" she shares her story of grief, confusion, and the aftermath of tragedy. She also speaks about the connection between mental health and violence. There will be time for a Q/A session after her talk. This event is free and open to the public but RSVP is required. The Summer Read is a collaboration of WITF's Transforming Health, Aligning Forces for Quality - South Central PA, Pennsylvania libraries, Wellspan Health, Capital Blue Cross and Penn State Harrisburg's Diversity and Educational Equity Committee, School of Behavioral Sciences and Education and School of Humanities.

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

Public voting started on August 1 for the 2020 One Book, One Community read campaign. Ballots are available online and in public libraries through August 31. The titles for the *One Book, Your Vote* portion of this program are:

- *Long Way Down* by Jason Reynolds
- *Dread Nation* by Justina Ireland
- *Heartland: a Memoir of working Hard and Being Broke In the Richest Country on Earth* by Sarah Smarch
- *Poet X* by Elizabeth Acevedo
- *VOX* by Christina Dalcher

The winning title will be announced in November with programming scheduled for February 2020.

### **Online Services**

- **Draft of Drupal 8 Website Reviewed**

A draft of the Drupal 8 website was presented to select managers at the System Headquarters office. This is not a redesign, but a migration to a new platform that is more secure, has greater accessibility and full support of the development community. Drupal 7 support has discontinued.

### **Library Roles and Initiatives**

- **New Databases Released by Commonwealth Libraries**

The following databases were added to the POWER Library suite: Auto Repair Source, Small Engine Repair Reference Center, GreenFILE, LISTA, and Teacher Reference Center.

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

### **Cost Effectiveness**

- **Responses to Radio Frequency Identification (RFID) Request for Proposal (RFP)**

Four vendors have responded to the RFP for RFID. Each is being invited to do demonstrations, and any staff or library board members may attend the demonstrations. Dates will be advertised as they are confirmed.

### **Customer Feedback**

- **Summer Learning Survey**

A survey is being conducted to measure Summer Learning Program Outcomes. Collected data will be part of the 2019 Summer Program Evaluation submitted to Commonwealth Libraries in September.

**Promote Library Services**

- **Executive Director Participated in Television News Story**

Carolyn Blatchley participated in an on-camera interview with reporter Priscilla Liguori (ABC27), which aired on the July 24 news at 6:00 PM. The 90-second story highlighted the first boost to public library funding in Pennsylvania for more than 10 years, and promoted the value of library services in the community.

**SOUND FINANCIAL MANAGEMENT**

**Resource Acquisition**

- **Public Library Subsidy Details Released to System Administrators**

Commonwealth Libraries released information about the funding increase from the State. The break-down looks like this:

<b>Appropriation</b>	<b>2018-19 Amount</b>	<b>2019-20 Amount</b>	<b>\$ Change</b>	<b>% Change</b>
Public Library Subsidy	\$54,470,000	\$59,470,000	\$5,000,000	9.2%
Library Services for Visually Impaired & Disabled	\$2,567,000	\$2,567,000	\$0	0.0%
Library Access	\$3,071,000	\$3,071,000	\$0	0.0%
Office of Commonwealth Libraries	\$1,949,000	\$2,280,000	\$331,000	17.0%
<b>Total</b>	<b>\$62,057,000</b>	<b>\$67,388,000</b>	<b>\$5,331,000</b>	<b>8.6%</b>

(Note that the significant increase to the Office of Commonwealth Libraries is primarily funding for their move and building restoration.)

With the increase in State funding to public libraries, Commonwealth Libraries is granting a significant but not total waiver of most Pennsylvania Public Library Code standards for reporting year 2018. The exception to this is certification of library personnel standards. Library directors who are out of compliance with this standard will be required to request an extension of time to comply with the certification standard.

This action related to standards applies to the prior reporting year (2018) and does not apply to future years. It affects applications for Public Library Subsidy awards that will be paid in early 2020.

We will be reviewing each library’s compliance with all applicable standards for Public Library Subsidy funds to identify any standards where the library is not in compliance. When each library completes the 2019-2020 Application for State Aid, and if that library falls short of one or more standards, the library will need to:

- I. Develop a plan that uses this year’s increase in state support and local funds to achieve or work toward compliance with standards;
- II. Briefly explain and submit the library’s plan to move toward full compliance with

standards as part of its 2019-2020 Application; and,

- III. If the library director does not meet certification of personnel standards, prepare and submit a Certification Extension Request Form to meet these standards as part of the library’s 2019-2020 Application, and include an educational plan and timeline for achieving certification.

- **CCLSF Acquired \$25K in Grant Funding for Amelia Given’s Roof**

Jairee Counterman and the Cumberland County Library System Foundation (CCLSF) secured a \$25,000 grant from the John J. Snyder Jr. Fund for Historic Preservation, Lancaster County Community Foundation, for repairs to the roof of the “new” addition at Amelia S. Givin Library. CCLSF president Kevin Stoner identified this unique opportunity for funding. The John J. Snyder Jr. Fund specifically designates that it is for “unglamorous things” necessary to sustain documented historic structures in Lancaster and Cumberland counties.

**Resource Management**

- **2020 County Library Tax Installment Payment Calendar Proposed**

A draft calendar of 2020 Library Tax Installment Payment dates has been created for consideration by member libraries. These are the County distribution dates proposed by the County Finance department with ACH transfers scheduled for the week that follows. These dates will be reviewed for approval at the August 22 Director’s meeting.

<b>2020 Library Tax Installment Payments</b>		
<b>Installment #</b>	<b>County Check to SYHQ</b>	<b>ACH Transfer to Libraries</b>
1	Friday, January 3, 2020	Friday, January 10, 2020
2	Friday, January 31, 2020	Friday, February 7, 2020
3	Friday, February 28, 2020	Friday, March 6, 2020
4	Friday, March 27, 2020	Friday, April 3, 2020
5	Friday, April 24, 2020	Friday, May 1, 2020
6	Friday, June 5, 2020	Friday, June 12, 2020
7	Friday, June 19, 2020	Friday, June 26, 2020
8	Thursday, July 2, 2020	Thursday, July 9, 2020
9	Friday, July 31, 2020	Friday, August 7, 2020
10	Friday, August 28, 2020	Friday, September 4, 2020
11	Friday, September 25, 2020	Friday, October 2, 2020
12	Friday, November 6, 2020	Friday, November 13, 2020

- **Rough Draft Budget and Budget Documents for County Hearing**

A rough draft budget for the library system has been developed. The Finance Committee will meet on October 7 to discuss a version of the budget to be presented to the Board. Documents are also being prepared for the County budget process.

**Resource Allocation**

- **August County Funding Distributed to Member libraries**

County funds were distributed to member libraries according to the funding formula on August 9.

**LEARNING, INNOVATION & TECHNOLOGY**

**Leadership**

- **Attendance at County Supervisory Training**

Carolyn Blatchley and Sharon Scott have attended the mandatory training Supervisory Essentials, developed by Cumberland County Human Resources department. This training

covers employee benefits and risk, classification and compensation issues, employee and labor relations, policies and procedures including a refresher on the Kronos timeclock system. All supervisors at the library system headquarters office are scheduled to attend by August 23.

- **Attendance at Statewide Meetings**

Carolyn Blatchley attended the Governor's Advisory Council meeting, providing library directors with updates, and the summer meeting of the Association of Pennsylvania Public Library Systems (APPLS).

## **NEW BUSINESS**

### **4. MEETING WITH F&M TRUST (JOHN MCCREA)**

John shared that he, Carolyn, Linda Noggle and Jonathan Williams met with F&M Trust to discuss the CCLS account. Act 72 collateralization requirements covers government deposits in excess of the \$250,000 insured by FDIC. John plans to ask F&M as well as Orrstown for their monthly report of collateral assets.

### **5. VOTE TO APPROVE REVISED LIBRARY CARD HOLDER RESPONSIBILITIES POLICY**

*On a motion by John McCrea, seconded by Sherwood McGinnis, the Library System Board unanimously approved the policy revision proposed in the Executive Director's Report: 1) Library Card Holder Responsibilities policy.*

### **6. CCLS ROUGH DRAFT BUDGET (CAROLYN BLATCHLEY)**

This draft budget has not yet taken to Finance Committee. It was shared to give the Board an idea of where the budget is heading. The rough draft budget reflects the intent to pass the entire increase in state aid through to member libraries. The conditional grant payment from the library will be retained by system headquarters, as RFID expenses are from the system's budget.

## **UPDATES**

### **7. NEWS FROM COUNTY COMMISSIONERS (VINCE DIFILIPPO)**

News from Cumberland County was shared.

### **8. 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, September 16<sup>th</sup> at the Cumberland County Library System's headquarters office at 4:00pm.

### **MEETING DATES REMINDER:**

**CCLS Board Meetings**

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

- 9/16/2019
- 10/21/2019
- 11/18/2019
- 12/16/2019

**CCLS Finance Committee**

**(4:00pm, 1<sup>st</sup> Monday quarterly)**

- 10/7/2019 (exception, budget mtg)(working to reschedule)
- 11/4/2019