

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
January 13, 2020**

MEMBERS PRESENT

Paul Fisher, Sherwood McGinnis, John McCrea, Bill Gould, Linda Ries, Jonathan Williams, Kevin Stoner

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek, Jean Foschi, Jeff Swope, Bonnie Goble, Cindy Thompson, Sue Erdman

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

John McCrea asked that the full text of the written Executive Director's Report no longer be included in the minutes. This practice is not necessary; only information related to Board actions is required. Including the full report results in overly lengthy minutes. The Board agreed and asked that the January minutes be streamlined.

The Library System Board unanimously approved the December 16, 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 December 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 December 2019 Treasurer's Report for audit.

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY)

The Board received, reviewed and discussed the written Executive Director's Report. The

full report has been archived and is available on the library system intranet. Highlights of the report are included as an addendum to these minutes.

4. CONFLICT OF INTEREST ANNUAL STATEMENT

Copies of the “Conflict-of-Interest Acknowledgment” form were shared with Board members for them to complete and return. (Per the CCLS policy “Ethical Guidelines for Employees and Board Members” 3/21/2016)

5. VOTE TO REVISE LOST LIBRARY CARD POLICY (CAROLYN BLATCHLEY)

This policy was edited to allow flexibility for changing the fee that is being charged without having to change the policy, while ensuring that the fee is not eliminated. The fee would be documented in the shared procedures manual, the most current brochure and the website. It can also be written into (although not enforced by) our current integrated library software. The library directors are currently discussing lowering the fee to \$1.

On a motion by Kevin Stoner, seconded by Jonathan Williams, the Library System Board unanimously approved the proposed revisions to the Lost Library Card Policy.

6. VOTE TO REVISE EMPLOYEE CLEARANCES POLICY (CAROLYN BLATCHLEY)

Beginning Dec. 31, 2019, with the passage of Act 47 of 2019, employers, administrators, supervisors or other persons responsible for employment decisions may no longer employ applicants on a provisional basis. This policy was edited to remove mention of provisional employment status, and specifies that current clearances must be submitted prior to the commencement of employment or service that involves responsibility for a child’s welfare or having direct contact and/or routine interaction with children.

On a motion by Linda Ries, seconded by Kevin Stoner, the Library System Board unanimously approved the proposed revisions to the Employee Clearances Policy.

7. SELECTION OF A LONG-RANGE PLANNING CONSULTANT (CAROLYN BLATCHLEY)

Proposals from two consultants were received, reviewed and discussed by the Board. Carolyn Blatchley believes each of the consultants has qualifications that would benefit the library system; she would be happy to work with either of them. The Board asked that each of the consultants be invited to provide a 10-15 minute presentation at the February Board meeting.

NEW BUSINESS

8. BOARD OFFICERS (NOMINATING COMMITTEE: BILL GOULD, PAUL FISHER, JONATHAN WILLIAMS)

The nominating committee recommended the following people to serve as officers:
Paul Fisher, President
William Gould, Vice President
Jonathan Williams, Treasurer

Paul Fisher asked if there were any nominations from the floor. There were none.

On a motion by John McCrea, seconded by Linda Ries, the nominations were closed and the ballot, as recommended by the nominating committee, was put forward and unanimously approved by the library system board.

UPDATES

9. NEWS FROM COUNTY COMMISSIONERS (JEAN FOSCHI)

News from Cumberland County was shared.

10. NEWS FROM VISITORS

News from member libraries was shared.

11. EXECUTIVE SESSION

The Library System Board convened to executive session at 5:17pm to discuss personnel issues. The Library System Board unanimously approved returning to regular order at 5:44pm.

On a motion by John McCrea, seconded by Sherwood McGinnis, the Library System Board unanimously voted to approve reclassifying the full-time IT Technician position (B22) to IT Analyst (C41) with retroactive compensation related to the filing date. This action will move on to the Cumberland County Salary Board for a vote. No other action was taken.

The meeting was adjourned at 5:47pm.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:47pm. The next meeting of the Cumberland County Library System will be held on Monday, February 10th at the Cumberland County Library System's headquarters office at 4:00pm.

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 2/10/2020 (exception)
- 3/16/2020
- 4/20/2020
- 5/18/2020
- 6/15/2020
- 7/20/2020
- 8/17/2020
- 9/21/2020

CCLS Finance Committee

(4:00pm, Mondays, as needed)

- 2/3/2020
- 8/31/2020
- 11/2/2020

Attachment A

- 10/19/2020
- 11/16/2020
- 12/21/2020

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 1/13/20

Executive Director Report Highlights:

- **RFID**
Worked with staff at mk Solutions to author a contract to initiate RFID at member libraries. As of this date it is tied up for review by our attorney.
- **Enhancing Language Resources (ELR) Grant Funded**
Jairee Counterman secured \$5,500 in funding from The Foundation for Enhancing Communities (TFEC) to translate library promotional materials and public forms into multiple languages. This project will primarily involve the New Cumberland and Simpson libraries, but provide materials useful around the County.
- **Futures Task Group Meeting Scheduled**
The library system's Futures Task Group has a meeting planned for January 22 at the Cleve J. Fredricksen Library in the Business and Career Center. The main topic will be workforce development. The next meeting will be held in March 2020.
- **Tutor.com Kick-Off and Training**
A kick-off meeting was held with administrative staff to properly implement Tutor.com. While not publicly announced until after staff training on Jan 16th, it was placed throughout the CCLS website and is being accessed.
- **January 2020 County Funding Distributed to Member Libraries**
The January installment of County tax funds were distributed to member libraries according to the approved 2020 budget on January 10, 2020.
- **Temporary transfer of funds to the General Account**
In December 2019, CCLS transferred \$250,000 from the money market account to the general account to cover expenses. This will be reversed in January.