

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
February 10, 2020**

MEMBERS PRESENT

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

MEMBERS ABSENT

John McCrea

OTHERS PRESENT

Carolyn Blatchley, Jennifer Martek, Jean Foschi, Bonnie Goble, Sue Erdman, Monica Gould, Bob Whitmore, Anne Gingerich, Jim Weischedel, Keevan Merryman

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 January 13, 2020 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 2020:

- 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 January 2020 Treasurer's Report for audit.

The February Finance Committee meeting was cancelled, due to a lack of agenda items. The next scheduled meeting isn't until August; another meeting will be scheduled in the interim.

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full report has been archived and is available on the library system intranet.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.

Paul Fisher asked for an update on the status of the backlog in collection services, to which Carolyn provided an update from her recollection of conversations during the past week. Paul asked that Carolyn's Executive Director's Report include a collection services status update each month.

Jean Foschi encouraged the library system to aggressively promote Tutor.com; it is a fantastic resource for the community. The County's Communications Department is available to assist in this effort.

NEW BUSINESS

4. VOTE TO APPROVE FILLING STAFF VACANCY (CAROLYN BLATCHLEY)

Linda Noggle has resigned from her position as Financial Specialist; her last day of work will be February 21, 2020. A Rationale Form to fill the vacancy will be filed following Board approval. Until someone is hired, Carolyn will likely bring in an accounting firm to handle the accounts payable and receivable functions. The Board requested that Carolyn consult with Human Resources and report to the Board what the process would be if CCLS wanted to make the position full-time.

On a motion by Jonathan Williams, seconded by Kevin Stoner, the Library System Board unanimously approved submitting the Rationale to Fill Vacancy to the County.

5. FINANCIAL INTEREST STATEMENT (CAROLYN BLATCHLEY)

The Public Official and Employee Ethics Law requires public officials, employees, candidates, and nominees to file statements of their personal financial interests for the prior calendar year (2019). Must be completed and filed in the Commissioners' Office no later than May 1, 2020. Copies of the form were included in the board packet. It may also be filled out online: <http://www.ethics.state.pa.us/portal/server.pt/community/forms/9044> . (Please note: Whether completed online or on paper, a final copy needs to be forwarded to Jennifer Martek by April 30.)

OLD BUSINESS

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

Proposals from two consultants were distributed and reviewed at the January Board meeting (PANO and Strategic Consulting Partners). Each attended the February meeting and made a presentation to explain their proposal and process.

Paul Fisher needed to leave the meeting early and was not present for the Action Request to select a consultant. The Board was not comfortable with moving forward on the vote with two libraries (Fredricksen and John Graham) not represented. The Board discussed the possibility of an email vote. Due to Open Records Law, further discussion and a vote will be delayed until the March meeting. Kevin Stoner asked that in the meantime, Carolyn contact

each candidate's references.

UPDATES

7. NEWS FROM COUNTY COMMISSIONERS (JEAN FOSCHI)

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 5:50pm. The next meeting of the Cumberland County Library System will be held on Monday, March 16th at the Cumberland County Library System's headquarters office at 4:00pm.

Transcribed by Jennifer Martek, administrative assistant

Submitted by Carolyn Blatchley, executive director

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 3/16/2020
- 4/20/2020
- 5/18/2020
- 6/15/2020
- 7/20/2020
- 8/17/2020
- 9/21/2020
- 10/19/2020
- 11/16/2020
- 12/21/2020

CCLS Finance Committee

(4:00pm, Mondays, as needed)

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

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 2/10/20

Executive Director Report Highlights:

- **Signed Contract with mk Solutions**
After negotiating contract edits recommended by our attorney, Carolyn Blatchley signed a contract for RFID with mk Solutions.
- **Evaluation of Donor Software**
Jailee Counterman explored donor software options in anticipation of our 2020 renewal for eTapestry, determining that it is the best priced and most suitable software package for our needs. Our contract will be renewed in June 2020.
- **Fredricksen Library Joining eTapestry**
Carolyn Blatchley signed a contract to move Fredricksen Library's donor records into eTapestry, and Barbara Leach set up accounts for staff who signed up for training. Jailee Counterman will ensure Fredricksen Library staff, and other interested staff, attend the three fundamental trainings to use eTapestry donor management software.
- **2020 Public Library Subsidy (State Funding) Distributed to Member Libraries**
On February 3, the annual installment of the public library subsidy was distributed to member libraries according to the approved 2020 budget.
- **Futures Task Group Meetings Held / Scheduled**
The library system's Futures Task Group held a meeting on January 22 at the Cleve J. Fredricksen Library in the Business and Career Center. The main topic was workforce development. The next meeting is scheduled for March 25 at Bosler Library and the topic will be Technology Trends.
- **Educate School Administrators about Tutor.com**
A letter and promotional flier was sent to each Cumberland County school district Superintendent and private school administrator.