

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
March 16, 2020**

MEMBERS PRESENT

Paul Fisher, Sherwood McGinnis, Bill Gould, Linda Ries, Jonathan Williams (left meeting early), Kevin Stoner, John McCrea, Judy Souleret (Simpson Alternate)

MEMBERS ABSENT

none

OTHERS PRESENT

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

CALL TO ORDER

The United States has declared a national emergency in response to the Coronavirus pandemic. Following the recommendations of the Centers for Disease Control, the building in which CCLS leases office space was closed to visitors. The CCLS Board meeting was held online via "Go to Meeting". A regular meeting of the CCLS Board was called to order by President Paul Fisher at 4:00pm.

MINUTES & TREASURER'S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the February 10, 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 February 2020:

- Balance Sheet
- Income and Expense
- Cash Report
- Accounts Receivable Summary
- Check Register
- Smart Pay Deposit Report

The Financial Specialist position is currently vacant; these statements were prepared by the Executive Director. The statements will be reviewed by an accounting firm before they are submitted to be filed 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 The full report has been archived and is available on the library system intranet.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. COLLECTION SERVICES REPORT (CAROLYN BLATCHLEY)

The Board received, reviewed and discussed the written Collection Services Report.

Discussion included:

- Carolyn has been meeting with the department weekly to assess the work-load and make adjustments to work-flow as needed.
- This week, the department is prioritizing the processing of items "on hold" by patrons. This has reduced the number of items on the floor. (Often holds come with multiple copies, and if each copy can be located it is sometime easy to get multiple copies out to libraries.) The downside to prioritizing "holds" is that the number of days on the floor is increased because we stop working on the oldest items first, which is our normal work-flow.
- As of last night, there were 3,248 items on the floor. Paul Fisher expressed that he would like to see the number be under 3,000.
- Due to the library closures, there is no District delivery service at this time.

5. ADVANCEMENT REPORT (JAIREE COUNTERMAN)

The Board received, reviewed and discussed the written 2019 Advancement Summary Report. Discussion included:

- Donations in 2019 totaled \$82,281 (the conditional grant target was \$21,600).
- CCLS was awarded an H. W. Wilson Grant from ALA for Staff Development.

NEW BUSINESS

6. ACTION REQUESTED: AUTHORIZE TRANSFER OF \$130,000

On a motion by Kevin Stoner, seconded by Linda Ries, the Library System Board unanimously approved authorizing the Executive Director to transfer \$130,000 from the F&M Trust Curtis Estate Account to Orrstown Bank for the RFID down payment.

7. ACTION REQUESTED: APPROVE BUDGET ADJUSTMENT TO PURCHASE THE CAPIRA MOBILE APP (3 YEAR AGREEMENT)

Based on the preference of the library directors, a team of member library staff has developed a proposal for the purchase and creation of a Capira Mobile App for library services. This technology works with our current website and ILS (Sierra) to seamlessly integrate public services features on any mobile device. Implementation of this project would require a modification to the 2020 budget. Board discussion included:

- Question as to how many proposals were reviewed? Carolyn explained that the App team reviewed several apps but only asked for a proposal from Capira, as their App suited system needs the best.
- Having an App is a need identified by the strategic plan and library surveys. 40% of

people visiting the website are doing so from a mobile device.

- Younger people are even more inclined to use an App. It is the technology we need for the future.
- Even after RFID, there are enough funds in the Curtis Estate account to cover the cost of the App.

On a motion by Kevin Stoner, seconded by Linda Ries, the Library System Board unanimously approved adjusting the 2020 budget to purchase the Capira App – a 3 year agreement at an annual cost of \$11,170 – with the money to be transferred from the Curtis Estate.

8. ACTION REQUESTED: CLOSE LIBRARIES OCT. 7, 2020 FOR STAFF DEVELOPMENT DAY

The Training Advisory Team has planned an exciting program this year: Black Belt Librarian. The program addresses the essential elements of a truly effective security program and day to day security tips to immediately make staff safer.

On a motion by Linda Ries, seconded by Sherwood McGinnis, the Library System Board unanimously approved closing all Cumberland County libraries October 7, 2020 for Staff Development Day.

9. CORONAVIRUS PANDEMIC UPDATE (CAROLYN BLATCHLEY)

On Friday, March 13, the state mandated all libraries close. Carolyn met online today with all CCLS libraries to review how everyone is handling the closure. System Headquarters is a county office and at this time remains open; however, PSBA has closed the building to all visitors. All meetings through March are cancelled. Directors will hold their March meeting online. The library system is increasing the number of eBooks ordered. Materials for patrons are being handled in the same manner as any closure (no items due, no fines charged for not picking up holds). System Headquarters will send out an email blast to all card-holders to explain the situation.

Directors requested that the library system board consider temporarily modifying the Suspension of Library Card Privileges policy to allow people to use online resources even if they have fines. The policy would be reinstated as soon as the libraries re-open.

On a motion by Kevin Stoner, seconded by John McCrea, the Library System Board unanimously approved suspending the Zero Balance Fine Policy [Suspension of Library Card Policy] until the first library re-opens and raising the allowable fine amount to \$25.

OLD BUSINESS

10. SELECTION OF A LONG-RANGE PLANNING CONSULTANT

On a motion by Kevin Stoner, seconded by Linda Ries, the Library System Board tabled this topic until the next meeting.

UPDATES

11. NEWS FROM VISITORS

News from member libraries was shared.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:30pm. The next meeting of the Cumberland County Library System will be held on Monday, April 20th at the Cumberland County Library System's headquarters office at 4:00pm, pending the status of the national emergency.

Transcribed by Jennifer Martek, administrative assistant

Submitted by Carolyn Blatchley, executive director

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 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 3/16/20

Executive Director Report Highlights:

- **Security Gates Survey with mk Solutions Completed**
Assessment of each member facility was conducted to determine which security gate options for RFID will be available in each location. A recommendation document was distributed. Library System staff have discussed it in depth and will meet individually with each library to determine the best option.
- **RFID Tagging Profiles Being Developed**
Working with mk Solutions, the Collection Management department is developing training and profile documents for placement of RFID tags. Unfortunately, due to Asian manufacturing of the tags, many of the companies closed to contain COVID-19 and our 500K tags are currently on back-order.
- **Meeting with Commissioner Foschi**
Carolyn Blatchley met with Commissioner Foschi to give insight to library system operations and objectives. All library system board members are encouraged to think about how you feel she can best help the library move forward in our mission to serve County residents.

DRAFT