

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
April 20, 2020**

MEMBERS PRESENT

Paul Fisher, Linda Ries, John McCrea, Jonathan Williams, Sherwood McGinnis, Karen Shirey (alternate)

MEMBERS ABSENT

William Gould, Kevin Stoner

OTHERS PRESENT

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

CALL TO ORDER

The Commonwealth of PA is currently under a stay at home order by Governor Wolf, in response to the Coronavirus pandemic. 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 4:04pm.

MINUTES & TREASURER’S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the March 16, 2020 Board meeting minutes.

2. TREASURER’S & FINANCE COMMITTEE REPORTS (JONATHAN WILLIAMS, TREASURER)

The System Board reviewed the summary of the April 14th Finance Committee meeting. The next meeting of the Finance Committee will be June 22nd, at 4pm.

The Financial Specialist position is currently vacant; March statements will be prepared by the Executive Director when the stay at home order is lifted. The statements will be reviewed by an accounting firm before they are submitted to be filed for audit.

REPORTS

3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY)

Carolyn shared the status for system staffing:

- On March 13th all libraries closed. On March 18th the county closed all offices; only essential staff allowed in county facilities. All other staff were to work from home as able; all employees paid base pay regardless of hours worked; all employees except department heads and higher received a 10% premium for an hours logged, 20% if work needed to be performed outside the home. This situation lasted 2 weeks. During this time, Carolyn was very careful about assigning tasks.

- On April 13, part-time staff stopped receiving base pay; they only receive pay for actual hours worked. Part-time do receive 5% premium for any hours worked. Full-time staff continued to receive base pay regardless of hours worked, plus 5% premium for hours worked and 10% premium for work outside the home.
- Beginning April 26 all levels of staff will only be paid for actual hours worked.
- County HR has asked all department directors to review all positions to see if any can be consolidated, if the event that further workforce reduction is needed. Commissioner Foschi shared that the Salary Board will be meeting this Thursday to vote on a furlough policy; furloughs are expected for county employees, beginning April 26.

A Digital Access Only card was created to allow access to new card holders during this time when libraries are closed. At this point, 297 people have signed up.

Card holders whose accounts have expired in the last three years have been contacted to see if they would like to renew their cards. At this point, 306 people have taken advantage of renewing their cards.

eBook purchasing has been greatly increased. Additional funds were received from several of the member libraries.

Children's librarians met online last Friday and are discussing what a Summer Learning Program might look like.

The My Heritage database was not working for a short time. Library System computer staff were able to get it up and running again.

It is National Library Week. The Library System Foundation issued a press release regarding National Library Week (April 20-24).

Carolyn continues to manage Library System finances. All bills have been paid and library distributions sent. Carolyn is training other staff members to assist. A CPA firm has been contracted to help generate monthly reports and provide basic oversight. Carolyn has been assured by the county that the library tax fund should continue to be paid as normal.

In addition to regular monthly meetings, Carolyn meets online with Library Directors every Monday. Directors are now discussing what re-opening might look like. Discussions include programming, facilities management, cleaning circulation materials, state guidelines, etc. All libraries have applied for PPP (payroll protection plan) loans from the federal government.

Libraries are now collecting statistics about online programs that are being provided to the public.

Carolyn meets online with System staff at least every two weeks in addition to regular monthly staff meetings and one-one-one meetings. System staff are using an online platform to post communications, tasks and important documents.

Library System phone calls have been minimal and are forwarded to Carolyn's cell phone.

4. COLLECTION SERVICES REPORT (CAROLYN BLATCHLEY)

As of Monday April 20th there are 2,219 items on the floor. Over 1,300 items have been cataloged during the shutdown.

Sharon Scott (Collection Services Manager) continues to troubleshoot Custom Library Services for cataloging help from our materials vendor, Baker & Taylor. Sharon's goal is to have this working by the end of this week. As soon as it is running, ordering can resume.

NEW BUSINESS

5. MAY 18 BOARD MEETING PLANS

PSBA (building owner) has already cancelled all CCLS room reservations for the month of May. Carolyn asked the Board if they were comfortable with continuing to use GoToMeeting; if so, this link could be shared with the public, in order to be in compliance with the Sunshine Law. No concerns were raised regarding using GoToMeeting.

John McCrea suggested that the Bylaws could be amended to allow Board action during online meetings. John volunteered to draft an amendment to the Bylaws and share it in advance of the May 18th meeting. All members agreed with this plan.

Commissioner Foschi shared that the Governor signed Senate Bill 841 today to allow public meetings to be held online. This law might make it unnecessary to change the Bylaws. Commissioner Foschi will share information regarding the law with Carolyn; it has been sent to the Solicitor to confirm.

OLD BUSINESS

6. STATE ETHICS COMMISSION FILINGS

Forms have been received to date from:

- Carolyn Blatchley
- Kevin Stoner
- Linda Ries
- Sherwood McGinnis
- Hope Miller (alternate)
- Johanna Reeder (alternate)
- Karen Shirey (alternate)

Jennifer Martek will re-send the link to Board members who still need to complete it.

UPDATES

7. NEWS FROM VISITORS

Commissioner Foschi reminded everyone that all PA residents are able to vote by mail; no excuse is needed. The primary election will be June 2nd.

News from member libraries was shared.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:01pm. The next meeting of the Cumberland County Library System will be held on Monday, May 18th at 4:00 pm via GoToMeeting.

Transcribed by Jennifer Martek, administrative assistant

Submitted by Carolyn Blatchley, executive director

MEETING DATES REMINDER:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 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)

- 6/22/2020
- 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.