

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
May 18, 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 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 April 20, 2020 Board meeting minutes.*

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

The System Board reviewed the following financial statements for the months of March and April 2020:

- Balance Sheet
- Income and Expense
  - Miscellaneous revenue in March reflects contributions from member libraries to purchase additional electronic books. This will be expensed out in future reports, as purchases are made.
- Cash Report
  - Interest rates have all dropped, due to volatility in the stock market.
- Accounts Receivable Summary
- Check Register
- Smart Pay Deposit Report

*The Library System Board unanimously approved the March 2020 and April 2020 financial statements 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 The full report has been archived and is available on the library system intranet.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.

In addition, Carolyn reported that late on Friday May 15<sup>th</sup>, the Office of Commonwealth Libraries distributed a document with guidelines for reopening libraries. (Carolyn will share a link to the document with the Board.) The yellow phase has three stages, progressing from preparing the staff, collections and facility for a return to service, to limited contact service, and finally limited in-building service. CCLS libraries have been meeting every Monday morning, discussing the current situation and reopening plans. Libraries plan to bring staff back into their buildings Tuesday, May 26, with services to the public to resume soon after. System Headquarters will coordinate a communication plan.

#### **4. COLLECTION SERVICES REPORT (CAROLYN BLATCHLEY)**

Carolyn shared that the first order was placed through Custom Library Services (CLS) for cataloging services from Baker & Taylor, our primary vendor. If initial orders arrive and meet the agreed upon standard, larger orders will be placed through CLS.

Non-furloughed cataloging staff are working on records remotely without items in hand, which will result in less-accurate bibliographic records, but does keep material moving through the department. With a former average backlog of 3,300 items in Q1 2020, we are now averaging 1,700 items. Numbers fluctuate daily, but as of the COVID-19 shut down, 1,848 titles have been cataloged. This does not include the copies that are treated as added items.

### **NEW BUSINESS**

#### **5. DISTRICT LIBRARY SERVICES (CAROLYN BLATCHLEY)**

Carolyn reported that representatives from the system headquarters office and member libraries worked with the Capital Area Library District to allocate the \$415,652.00 in anticipated State funds that will be available for Cumberland, Dauphin and Perry counties through our District Library Center. Carolyn requested board action to endorse the agreement for the provision of District Library Services within the Capital Area Library District (July 1, 2020 – June 30, 2021). The agreement was shared as Attachment D in the meeting packet.

*On a motion by Linda Ries, seconded by Jonathan Williams, the Library System Board unanimously endorsed the System Director signing the agreement for the provision of District Library Services within the Capital Area Library District (July 1, 2020 – June 30, 2021).*

#### **6. STATISTICS FOR FUTURE FUNDING FORMULA (CAROLYN BLATCHLEY)**

Carolyn shared that Library Directors are seeking to avoid financial penalties for ethical decision making as the pandemic continues, but some levels of service are allowed to

resume. The funding formula is based on the three prior years of statistics. Library directors discussed and are recommending that the system board exclude 2020 statistics from the 2022, 2023 and 2024 formulas. This will be discussed in a special meeting of the Finance Committee.

## **7. LIBRARY FINES (CAROLYN BLATCHLEY)**

At the March System Board meeting the Suspension of Library Cards policy was temporarily amended to allow customers to carry fines up to \$25 and still have access to library materials. Directors have asked if this could continue until the county moves into the green phase.

*On a motion by Jonathan Williams, seconded by John McCrea, the Library System Board unanimously approved allowing customers to carry fines up to \$25 and still have access to library materials until the county moves into the green phase.*

In addition, directors asked if the Board would consider temporarily removing the \$1.50 transaction service fee for using the online payment service. The OCL document discourages libraries from allowing patrons in the building until Stage 3 of the Yellow Phase; cash transactions are also discouraged. The Board decided not to take action at this time; the fee offsets the cost which is charged to CCLS.

## **OLD BUSINESS**

### **8. SELECTION OF A LONG-RANGE PLANNING CONSULTANT (CAROLYN BLATCHLEY)**

This was postponed in March, anticipating that live meetings would resume relatively soon. Also, at the time, the Board was not sure whether this action could be conducted at an online meeting. Since then, the Commonwealth passed a law that allows action at online Board meetings provided that public notice of the proposed action is given (this can be done on the CCLS website). The Board would like to be refreshed on each proposal, prior to making a decision. Also, Carolyn was asked to reach out to the consultants to ask how they would coordinate long-range planning under the current restrictions and whether they are still able to fulfill the requirements of their proposals.

## **UPDATES**

### **9. NEWS FROM VISITORS**

Jean Foschi shared that the County is very willing to work with libraries to ensure that voting that is conducted at any library is done in a safe manner.

News from member libraries was shared.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:20pm. The next meeting of the Cumberland County Library System will be held on Monday, June 15<sup>th</sup> at 4:00 pm via GoToMeeting.

***Transcribed by Jennifer Martek, administrative assistant***

***Submitted by Carolyn Blatchley, executive director***

**MEETING DATES REMINDER:**

PSBA has canceled all outside conference room rentals through August 2020; all CCLS meetings through that time period will be online.

**CCLS Board Meetings**

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

- 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 5/18/20**

### ***Executive Director Report Highlights:***

- **Support to Stay-at-Home Efforts**

Cumberland County Library System and its member libraries are providing online programming (story times, STEM activities, musical performances, book clubs and other engaging activities), newsletters and extension of due dates. The eBooks budget has increased by over \$24,000 thanks to the generous reallocation of collection dollars from Bosler, Fredricksen and Simpson libraries. Interactive databases continue to be promoted and usage statistics are climbing.

- **Digital Access Only Cards and Expired Card Renewals**

As an effort to provide service to a greater number of residents, Cumberland County libraries are offering a Digital Access Only card to people who can't get into the library to sign up for a card, and we reached out to expired card holders for three years in the past. 350 people have signed up for the Digital Access card, and 359 people have renewed long-expired cards.

- **Project Implementation Paperwork for RFID**

Library system staff are working through Project Implementation paperwork to ensure all technical specifications are set up for RFID.