

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
June 15, 2020**

MEMBERS PRESENT

Paul Fisher, Linda Ries, John McCrea, William Gould, Jonathan Williams, Sherwood McGinnis

MEMBERS ABSENT

Kevin Stoner

OTHERS PRESENT

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

CALL TO ORDER

Cumberland County is following the guidelines of Governor Wolf's Coronavirus Green Phase. 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 May 18, 2020 Board meeting minutes.

2. TREASURER'S REPORTS (JONATHAN WILLIAMS, TREASURER)

The System Board reviewed the following financial statements for the month of May 2020:

- Balance Sheet (B1)
- Income and Expense (B2)
 - On track with budget.
 - Paul Fisher questioned why the report does not reflect a budget number in May for the county tax. Carolyn explained that the budget numbers were previously set up by the former financial specialist and it was known at that time that the county check would be received at the end of April and disbursed in May, reflecting no income but an expense in the monthly budget. To avoid future confusion Carolyn will share the tax payment schedule with Paul.
- Cash Report (B3)
- Accounts Receivable Summary (B4)
- Check Register (B5)
- Smart Pay Deposit Report (B6)

The Library System Board unanimously approved the May 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 The full report has been archived and is available on the library system intranet.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.

NEW BUSINESS

4. STATISTICS FOR FUTURE FUNDING FORMULA (CAROLYN BLATCHLEY)

At the May meeting, Carolyn shared that the 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 future formulas. At a special meeting, the Finance Committee unanimously recommended that 2020 statistics be removed from the 2022, 2023 and 2024 formulas.

On a motion by John McCrea, seconded by Bill Gould, the Library System Board unanimously approved removing 2020 statistics from the 2022, 2023 and 2024 system funding formulas.

OLD BUSINESS

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

Selection was postponed in March. Carolyn re-shared the original proposals. She also met with the potential strategic planning vendors to gather information on how they may conduct the process in an online environment. Both potential vendors are quite adept at conducting business online.

Paul asked each Board member to select their preference for vendor. By a vote of 4 to 2, the CCLS Board selected PANO. Paul directed Carolyn to contact PANO, engage their services, and ask for an outline of the billing structure.

UPDATES

6. NEWS FROM VISITORS

News from Cumberland County and 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, July 20th 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, 3rd Monday monthly)

- 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 6/15/20

Executive Director Report Highlights:

- **Reopening of Libraries**

As of May 26, Cumberland County Library System and its member libraries are beginning to reopen with limited services under the direction of Commonwealth Libraries framework.

Curbside pick-up began in some locations as early as May 26, with the first library opening its doors to the public on June 1. Online services continue to be promoted and usage statistics are climbing.

- **Summer Learning Starts**

Libraries opened Summer Learning on rolling dates, starting May 30. Online registration, progress tracking and prizes is available through Beanstack. The library system will be paying for Popcorn Hat Players online and possibly a video performance series by comedian and ventriloquist Tom Crowl. Prizes solicited by the Library System Foundation have been allotted to member libraries.

- **2020-2021 PA State Budget Passed**

The PA General Assembly passed a stop-gap 2020-2021 Pennsylvania state budget on May 29 where basic education (K-12), Pre-K counts, Head Start, community colleges, 8PASSHE, and state universities received the full-year of funding. Public libraries were level-funded, but only for a 5-month period through November. The rest of the year remains uncertain, as is the form in which funds will be distributed to Districts and library systems.

If you have opportunity to talk to legislators and people who will help advocate for libraries:

1. Talk about what the library CAN do (not what you can't do) during social distancing and other pandemic guidelines.
2. Frequently update your state and local elected officials about how the library is serving the community.
3. Promote steps you are taking to help PA recover – such as additional WiFi access, technology such as hotspots and laptops, expanded digital resources, appointments for phone/online assistance for job searches, resume writing, and materials focusing on preventing school-age summer slide.
4. Acknowledge that libraries have also been negatively impacted – 73% of public libraries responding to a recent PA survey reported having to cancel spring fundraisers that represent an average of 25% of annual operating funds.

- **eRate Application Approved**

Our eRate funding application was approved for Internet costs at 57% for FY2020. This results in a \$72,429.03 discount to our rate, and it was passed without question.