

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
October 19, 2020**

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

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

CALL TO ORDER

Cumberland County is following Governor Wolf's Coronavirus Guidelines. The CCLS Board meeting was held online via "Zoom". 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 September 21, 2020 Board meeting minutes.

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

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

- Balance Sheet (B1)
 - Sep. year-to-year comparison does not reflect income received from county.
- Income and Expense (B2)
 - Also does not reflect Sep. income received from county.
 - Interest income 61% down from last year; it is a very low income environment for investments.
 - No MOU revenue this year.
- Cash Report (B3)
- Accounts Receivable Summary (B4)
- Check Register (B5)
 - Distributions were made to member libraries.
- Smart Pay Deposits (B6)

The Library System Board unanimously approved the September 2020 financial

statements to be filed for audit.

REPORTS

3. 2019 AUDIT PRESENTATION (KEVIN STOFFER OF SMITH ELLIOTT & KEARNS)

Mr. Kevin Stouffer, of Smith, Elliott & Kearns, LLC, presented an overview of the 2019 Cumberland County Library System audit. Their presentation summary stated that CCLS received an unmodified audit opinion. This is the best opinion possible and affirms that the financial statements are materially correct. Additionally, there were no findings or recommendations. Copies of the 2019 Cumberland County Library System Audited Financial Statement, along with SEK's management and communications letters to the board were distributed electronically.

Overall decrease in fund balance for 2019 was \$4,361. The decrease in fund balance was most significantly caused by the following:

- Program revenues increased approximately 1% which was mostly due to an increase in EITC revenue recognized during 2019.
- General Revenues decreased approximately 6% due to a significant decrease in donations revenue, related to the 2018 bequest received in the amount of \$320,000. In addition, the Library System recognized a loss on the sale of capital assets of \$47,566 in 2019.
- Program expenditures increased approximately 4% which was mostly due to an increase in personnel from the filling of a position during 2019. In addition, the Library System had increases noted in collection expenditures due to changes in the allocation of internet charges during 2019.

The amount in the Unassigned Fund balance has almost doubled over the last five years.

On a motion by Linda Ries, seconded by Kevin Stoner, the Library System board unanimously approved the 2019 Cumberland County Library System Financial Audit Report.

4. 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

5. ACTION REQUESTED: BOARD RESOLUTION FOR THE WAIVER OF 2019-20 STATE STANDARDS

The system headquarters office and all member libraries have submitted their plans for State Aid at 5/12 of level funding, and the system headquarters office has submitted the County Coordination Aid application, which was reviewed with directors.

Based on legislative language that accompanied the Public Library Subsidy (Act 30 of 2020),

the State Librarian has the discretion to grant a waiver of standards for local libraries, library systems and district centers for hours of operation, staffing, continuing professional development, collection expenditures, and any other standards related to library operations.

CCLS requested waivers for Collection Development Standards for 2019 and 2020. Action is requested at the October CCLS Board Meeting to sign a resolution for these waivers. The language of the Resolution is listed below:

WHEREAS, PA Public Library Code 24 Pa.C.S. § 9332 (a) authorizes the State Librarian to waive standards for local libraries, library systems, and district centers upon application by the board of directors of the local library.

And WHEREAS, the 2020-2021 Public Library Subsidy falls below the 2002-2003 funding level of \$75,289,000.

BE IT RESOLVED that the Board of Directors of Cumberland County Library System requests a waiver of standards for the reporting year(s) 2019 and 2020 at a duly-noticed meeting of the Board held on 10/19/20.

On a motion by John McCrea, seconded by Linda Ries, the Library System Board unanimously approved a waiver of standards for local libraries, library systems and district centers for hours of operation, staffing, continuing professional development, collection expenditures, and any other standards related to library operations.

6. TRANSFER OF FUNDS

CARES Act expenditures are not reimbursed until all expenses are submitted. Carolyn alerted the Board that she will need to transfer \$67,000 from the F&M money market account to the cash account to pay these bills. After the expenses are reimbursed, the money market account will be replenished. President Paul Fisher stated that the movement of cash to pay approved bills is a function of staff.

OLD BUSINESS

7. STRATEGIC PLANNING

Jonathan Williams asked for a status update on the Strategic Planning process. Carolyn reported that the final member for the steering committee has been recruited; a meeting can now be scheduled.

UPDATES

8. NEWS FROM VISITORS

News from Cumberland County and member libraries was shared.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:00pm. The next meeting of the Cumberland County Library System will be held on Monday, November 16th at 4:00 pm.

Transcribed by Jennifer Martek, administrative assistant
Submitted by Carolyn Blatchley, executive director

MEETING DATES REMINDER:

PSBA has canceled all outside conference room rentals through 2020; all CCLS meetings through the end of the year will be online.

- CCLS Board Meetings**
(4:00pm, 3rd Monday monthly)
- 11/16/2020
 - 12/21/2020

- CCLS Finance Committee**
(4:00pm, Mondays, as needed)
- 11/2/2020

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 10/19/20

Executive Director Report Highlights:

- **Website Enhancements for School Support**

The Cumberland County Library System website will be undergoing some changes to provide clearer navigation to school support tools, and to divide the Collection attributes from the Services. The library system headquarters staff outlined a plan for changes and the new pages are under construction. An announcement will be made when the changes are ready to be rolled out.

- **Capira App in Beta Testing**

Using the app team, additional staff and board members, we are gathering the names, email addresses and phone information for beta testers. Please let Carolyn Blatchley know if you are interested in participating. Testers should have experience using mobile apps and the library's online services; if anyone on the Board is interested in being a tester, let Carolyn know. Beta testing is set to begin October 23.

- **Financial Specialist Hired**

Susan Elizabeth Bahn has been hired with a start date of October 26, 2020.

- **RFID**

RFID tagging documentation has been finalized and shared with the conversion team. Three libraries continue to convert their collection. Our additional manual tagging stations will be delayed for several weeks. Equipment to convert our staff stations and self-check stations arrived and are in storage until mk Solutions technicians can come on site.

- **Sora from OverDrive**

In a potential new collaboration with area schools and the Capital Area Intermediate Unit, we have signed an agreement to allow schools to use the Sora app from OverDrive to give students access to District and CCLS eBooks with their school identification.

- **Digital Access Cards for Collaborating Schools**

In order to allow three schools in the Fredricksen service area the ability to work with students to get digital access library cards, CCLS has created online forms and Fredricksen is providing staff to enter the information and contact students with their new library card information.