

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

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Jean Foschi, Carolyn Blatchley, Jennifer Martek, Susan Bahn, Bonnie Goble, Jeff Swope

**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 October 19, 2020 Board meeting minutes.*

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

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

- Balance Sheet (B1)
  - Assets slightly increased YTD.
- Income and Expense (B2)
  - State Aid (next year) represents the 5/12ths of the state budget received.
  - Interest income is down YTD, due to low interest rates.
  - No MOU money this year.
  - RFID expense was not budgeted; the Curtis Estate was used for payment.
- Cash Report (B3)
- Accounts Receivable Summary (B4)
- Check Register (B5)
  - Distributions were made to member libraries.
  - Jonathan asked if the deposits could include comments to show what they are for; not necessary if too complicated to do.
- Smart Pay Deposits (B6)

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 The full report has been archived and is available on the library system intranet.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

Paul Fisher questioned why the District decided to discontinue the MyHeritage database. Carolyn speculates it is related to usage statistics.

Paul Fisher asked what the statistics are for the backlog; Carolyn shared that the backlog is now consistently under 1,000 items; turn-around time is holding steady at 10-12 days. The department is working on guidelines for when to order through the CLS system.

Paul Fisher discussed the state funding situation. We should know this month if the library system will see an additional \$0 to \$600,000+. The executive committee will be meeting to discuss options for how to handle any shortfall.

Paul Fisher asked for the roster of the Strategic Planning Steering Committee.

## **NEW BUSINESS**

### **4. ACTION REQUESTED: *CCLS BOARD – RECOMMEND LIBRARY NOMINEES TO THE COMMISSIONERS***

The following Board members' terms are expiring at the end of 2020. They have been nominated by their respective libraries to serve another 3-year term:

<b>Member Name</b>	<b>Nominated By</b>
Jonathan Williams	Simpson
Kevin Stoner	Amelia Givin
<b>Alternate Board Member</b>	<b>Nominated By</b>
Johanna Reeder	John Graham

***On a motion by John McCrea, seconded by Linda Ries, the Library System Board unanimously recommends the stated nominees to the Cumberland County Commissioners for approval: Jonathan Williams (member/nominated by Simpson Library), Kevin Stoner (member/nominated by Amelia Givin Library) and Johanna Reeder (alternate/nominated by John Graham Library) to serve three year terms on the CCLS Board.***

### **5. ACTION REQUESTED: *RECOMMEND FILLING VACANT IT TECHNICIAN POSITION***

*On a motion by Linda Ries, seconded by Kevin Stoner, the Library System Board unanimously recommends to the Cumberland County Salary Board that the vacant library system IT position be filled.*

## 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 5:00pm. The next meeting of the Cumberland County Library System will be held on Monday, December 21<sup>st</sup> 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, 3<sup>rd</sup> Monday monthly)**

- 12/21/2020
- 1/11/2021 (exception)
- 2/8/2021 (exception)
- 3/15/2021
- 4/19/2021
- 5/17/2021
- 6/21/2021
- 7/19/2021
- 8/16/2021
- 9/20/2021
- 10/18/2021
- 11/15/2021
- 12/20/2021

#### **CCLS Finance Committee (4:00pm, Mondays, as needed)**

- 12/7/2020 (added date)
- 3/1/2021
- 5/3/2021
- 8/2/2021
- 10/4/2021

## **ADDENDUM TO THE CCLS BOARD MEETING MINUTES 11/16/20**

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

- **Tutor.com Statistics Soar in October**

While Tutor.com statistics are reported quarterly, they are collected monthly. In October we saw a spike in usage by 10th graders, and the subjects of Math and Science.

- **State-level Advocacy for Level Funding**

Continued advocacy efforts are needed as the state budget may be reopened. Library board members are encouraged to write to state elected officials (especially representatives Gleim and Rothman) to ask for level funding; tell them why the library is important to you and your community and express the effects of funding losses at all levels.

- **Initial State Funding Deposited; The Impact of 5/12 Funding**

Currently, the 2021 budget is funding Pennsylvania's public libraries at 5/12 of last year's amount. On October 29, CCLS received \$481,315.65 (5/12) of the \$1,155,157.55 we received in 2019-20 from the state. This is a \$673,841.90 shortfall in our 2021 budget, thus a shortfall to both the budgets of our member libraries and funds we use to provide them with a variety of shared and support services.

- If the budget is not reopened and libraries fully funded, this decrease will severely and negatively impact library services and programs. Sufficient funding of libraries is imperative for keeping communities employed, educated, and engaged.
- Depending upon each library's ability to make up for shortfalls, it could mean fewer hours open, fewer materials for the public, and fewer staff to provide services.
- At the library system, it could mean loss of databases to support businesses, job seekers, language learners and students; loss of funding for eBooks and streaming films; and reduced staff and computer resources.
- Additionally, the Capital Area Library District which provides CCLS with Delivery service, Interlibrary Loan service, Beanstack for summer learning and year-round reading programs, and the OverDrive platform stands to lose \$242,463.66 of their \$415,652.00 in State funding. Cuts at the District level have not yet been discussed.

- **Strategic Planning Steering Committee Meeting**

The CCLS strategic planning steering committee will begin its work on Wednesday, November 18. There is representation from all member libraries, the library system, the Futures Task Group, the system board, the Foundation board and library system staff.