

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
December 21, 2020**

MEMBERS PRESENT

Bill Gould, Paul Fisher, Linda Ries, Jonathan Williams, Sherwood McGinnis, John McCrea, Karen Shirey

MEMBERS ABSENT

OTHERS PRESENT

Jean Foschi, Carolyn Blatchley, Jennifer Martek, Susan Bahn, Bonnie Goble, Jeff Swope, Sue Erdman, Jody Cole

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 November 16, 2020 Board meeting minutes.

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

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

- Balance Sheet (B1)
- Income and Expense (B2)
 - After meeting materials were sent, the office adjusted the report to show CARES grant interest income.
 - 5/12 of state aid was received early, in 2020
- Cash Report (B3)
- Accounts Receivable Summary (B4)
- Check Register (B5)
- Smart Pay Deposits (B6)

Paul asked for an aged Accounts Payable Report.

Paul asked that "Uncategorized Income" be renamed to be more descriptive.

Paul asked if CCLS is projecting to end the year on-budget. At the end of November, without

the state money, CCLS had approximately a \$100,000 surplus. Remaining income for the year is minimal. Are we projected to spend less than \$100,000 in December? This would be less than typical.

Jean Foschi asked if CCLS has received any notification from the state that they want State Aid money returned. Carolyn confirmed that she has not received a notification or heard that this was possible. Jean advised CCLS to be aware that this is not impossible.

The Library System Board unanimously approved the November 2020 financial statements to be filed for audit (with minor corrections noted above).

REPORTS

3. FINANCE COMMITTEE REPORT (JONATHAN WILLIAMS)

The Board received, reviewed and discussed the written December 7th Finance Committee Report. The full report has been archived.

The Finance Committee discussed State Aid Payments. 5/12 of this money has already been received (this is earlier than normal); the remaining should be received in January. The committee recommended waiting until January 2021 to distribute the funds to member libraries.

The Finance Committee reviewed the 2021 Draft Budget Summary. Highlights include:

- The committee recommended adjusting the 90-day contingency fund, in order to balance the budget.
- The distribution of County funding to libraries has been adjusted to compensate for the reduction in State Aid to our member libraries – a step we must take to meet the County Coordination Aid commitment (a state regulation.) Because of the revenue loss, Carolyn also made some adjustments to other areas of the CCLS budget.

The updated version of the 2021 Draft Budget Summary was sent to the Board and to the committee.

Paul questioned why staff costs are budgeted to be lower. Paul asked that Carolyn send the budget details for this line.

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: 2021 LIBRARY SYSTEM BUDGET

The 2021 Library System Draft Budget includes all changes recommended by the Finance Committee.

Paul recommended that the Board pass a budget now and if an amendment is needed, that can be done at a later date. Libraries have already received the proposed distribution numbers and are relying upon it.

On a motion by Linda Ries, seconded by Sherwood McGinnis, the Library System Board unanimously approved the 2021 Library System Budget.

6. NOMINATING COMMITTEE (BOARD OFFICERS)

Bylaws require the election of officers to be held in January. A nominating committee needs to be formed. (All current officers are eligible to continue.)

Paul volunteered to serve on the committee; Carolyn will also ask Jonathan Williams and Kevin Stoner if they will serve.

On a motion by Paul Fisher, seconded by Karen Shirey, the Library System Board unanimously approved Paul Fisher, Jonathan Williams and Kevin Stoner as members of a nominating committee.

7. SIERRA SOFTWARE RENEWAL

CCLS is in the final year of its contract with Innovative Interfaces (Sierra), with a guaranteed 5% or less increase each year on year-to-year extensions. Innovative Interfaces has offered to keep the annual increase at 3% or less if CCLS signs on for 3 more years. Carolyn is requesting that the Board approve this 3-year contract extension.

On a motion by Karen Shirey, seconded by Linda Ries, the Library System Board unanimously approved a three year contract extension with Innovative Interfaces.

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 5:15pm. The next meeting of the Cumberland County Library System will be held on Monday, January 11 at 4:00 pm.

Transcribed by Jennifer Martek, administrative assistant

Submitted by Carolyn Blatchley, executive director

MEETING DATES REMINDER:

(Online until further notice)

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 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)

- 3/1/2021
- 5/3/2021
- 8/2/2021
- 10/4/2021

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 12/21/20

Executive Director Report Highlights:

- **Capira App Beta Testing 1 of 2 Completed**

Roll-out of the app is delayed, waiting for Apple's acceptance of the beta version. The app will likely debut in January due to this delay.

- **RFID Progression**

All libraries are actively tagging and converting materials for RFID, and Staff Stations are staged for deployment to member libraries to assist in the conversion process. CCLS has received the initial invoice for gates with a delivery date set for the week of January 11.

- **Strategic Planning Continues – Survey Developed**

The strategic planning steering committee has conducted three meetings. They have decided on the groups from which they will solicit feedback, and drafted a survey based on the Appreciative Inquiry model which will be sent out to all but one group (non-consumers of library services.) The survey and respondents list will be completed by January 7 and sent out shortly thereafter. The group will meet again to review survey results and plan the next steps (focus groups and interviews), and at that time, develop a more focused timeline for completion of the strategic plan.

- **Collection Services Update**

Materials numbers vary from day to day based on orders and materials locally purchased and sent to the library system, but during the week of December 11, the average length of time materials "on the floor" was 9 days. The library system has been consistently staying under 10 days, and some materials are turned around in 24 hours. Holiday materials were prioritized, which created a slight backlog. During the week that ended December 11, there were 385 items in house with 454 items ordered and an additional 247 received as local acquisitions.