

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
March 15, 2021**

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Jean Foschi, Carolyn Blatchley, Jennifer Martek, Susan Bahn, Cindy Thompson, Sue Erdman, Jeff Swope, Lori Loss, Bonnie Goble

CALL TO ORDER

A regular meeting of the CCLS Board was held online via “Zoom”. The meeting was called to order by President Paul Fisher at 4:02pm.

MINUTES & TREASURER’S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the February 8, 2021 Board meeting minutes.

2. TREASURER’S REPORTS (SUSAN BAHN FOR JONATHAN WILLIAMS, TREASURER)

The following financial statements were reviewed:

- December 2020
 - Balance Sheet (B1)
 - Budget to Actual (B2a)
 - Comparative Income and Expense (B2b)
 - Current Cash (B3) (previously shared)
 - A/R Aging Summary (B4) (previously shared)
 - Check Register (B5) (previously shared)
 - Smart Pay Daily Deposit (B6) (previously shared)Working with the auditor on final adjustments to the 2020 statements.
- January 2021
 - Balance Sheet (B1)
 - Comparative Income and Expense (B2b)
 - Current Cash (B3)
 - A/R Aging Summary (B4)
 - Check Register (B5)
 - Smart Pay Daily Deposit (B6)

Costs for RFID project will be expensed if individual cost of an item is less than \$1,000 and capitalized if individual cost of an item is \$1,000 or more. Software purchases that are capitalized will depreciate over 3 years; hardware purchases that are capitalized will depreciate over 5 years.

- February 2021
 - Balance Sheet (B1)
 - Comparative Income and Expense (B2b)
 - Current Cash (B3)
 - A/R Aging Summary (B4)
 - Check Register (B5)
 - Smart Pay Daily Deposit (B6)

Susan has tweaked the reports; if there are any questions or suggestions, please let her know. Sherwood suggested adding notations to the reports, to indicate what has been changed from the previous reports that were used.

The Library System Board unanimously approved the December 2020; January 2021; and February 2021 financial statements to be filed for audit.

REPORTS

3. FINANCE COMMITTEE REPORT (JONATHAN WILLIAMS)

The Board received, reviewed and discussed the written March 1, 2021 Finance Committee Report. The full report has been archived.

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.

Sherwood suggested that a video tutorial on using the app would be helpful for library customers.

UPDATES

5. NEWS FROM VISITORS

News from Cumberland County and member libraries was shared.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:04pm. The next meeting of the Cumberland County Library System will be held on Monday, April 19 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)	CCLS Finance Committee (4:00pm, Mondays, as needed)
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 5/10/2021• 8/9/2021• 10/11/2021

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 3/15/21

Executive Director Report Highlights:

- **Vaccinations for the Homebound**

Collaborating with Cumberland County Emergency Services and Carlisle Community Area Network (Carlisle CAN), Christa Bassett is reaching out to the homebound who are in the 1A category and not in a care facility to get them vaccinated in their homes should they desire.

- **Baker & Taylor Distribution**

The Baker & Taylor warehouse has had some problems getting titles to CCLS by street date. Anne Ellis and Sharon Scott worked with Frank McDonald, the director of Public Library Sales (Eastern Region) who assured us they will flag CCLS 'hot titles' to get them to us by street date. This is being monitored and alternate solutions are being discussed in house.

- **Strategic Planning Survey and Mailing List**

The survey and mailing list were tested and approved by the Strategic Planning Steering Committee. A community survey will be publicly released Monday, March 15 and run through Friday, March 26 with over 600 targeted survey recipients as well as public access through a press release, social media and the website. The committee will review results on April 21, 2021.

- **Radio Frequency Identification**

The RFID Implementation Team met for project updates and decisions on March 4, 2021. Libraries continue to tag and pair materials through March 31 (several have completed the task). mk Solutions staff were on-site the week of February 22 to install and test inventory control gates. Our next steps include Basic and Supervisory staff training, obtaining inventory control wands and installing self-checkout stations.

- **Library2Go Mobile App Launched February 17**

On Wednesday, February 17 the Cumberland County Library System launched its first mobile app (Library2Go) for Android and Apple users. The app received news coverage in the Sentinel and ABC27. It can be found by searching app stores for Cumberland County Libraries PA.