

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
June 21, 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, Jeff Swope, Lori Loss, Sue Erdman

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 4:05pm.

MINUTES & TREASURER’S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the April 19, 2021 Board meeting minutes.

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

The following financial statements were reviewed:

- April & May 2021
 - Balance Sheet (B1)
 - Profit & Loss Budget to Actual (B2a)
 - Paul reviewed the line for State Aid Revenue. The report appears to show a budget deficit. However, an adjustment needs to be made to reflect the deferred income for State Aid Revenue received in September 2020, which was 7/12 of the 2021 aid. The final 5/12 of the aid was received in February; payments were made to the libraries, with the system headquarters retaining a portion for operations. After normalizing the revenue to reflect this, State Aid is approximately break-even. Once the auditor directs Susan to make an entry for the deferred income for State Aid, she will include this as a line on the report.
 - Profit & Loss Previous Year Comparison (B2b)
 - Current Cash (B3)
 - The Finance Committee reviewed rate terms at each institution; the committee is not inclined to make any changes at this time.
 - A/R Aging Summary (B4)

- Check Register (B5)
- Smart Pay Daily Deposit (B6)

The Library System Board unanimously approved the April & May 2021 financial statements to be filed for audit.

REPORTS

3. FINANCE COMMITTEE (JONATHAN WILLIAMS)

The minutes of the May 10, 2021 finance meeting were shared and reviewed. The committee decided it would be prudent to wait to hear the state's intention with the budget before writing a CCLS policy for a timeline for aid payment to libraries.

4. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY)

The Board received, reviewed and discussed the written Executive Director's Report. The full report has been revised and sent out. It is archived and is available on the library system intranet. Highlights of the report are included as an addendum to these minutes.

NEW BUSINESS

5. STRATEGIC PLANNING FOCUS GROUP

Carolyn polled Board members and alternates to select a Focus Group meeting date. Unfortunately, there was not a consensus date for which each library would have at least one representative.

The Board would like to meet for their focus group at 2:45pm on July 19 (immediately prior to the Board meeting.) Carolyn will confirm with the consultant that this date/time works for him.

Paul suggested that everyone prepare written responses to the questions in advance of the meeting, in order to be finished with the meeting in one hour.

6. LOCATION FOR FUTURE BOARD MEETINGS

CCLS is now allowed to use PSBA meeting room space at full capacity. The only restriction is that unvaccinated people remain masked at all times in the building. Carolyn asked the solicitor if it is allowable for public meetings to continue via Zoom now that the Governor's restrictions have been lifted; it is unclear whether that would be permissible. The Board would like to resume in-person meetings with the July meeting.

7. APPROVAL TO SIGN MOU AMENDMENT – ATT. E

Following meetings between Carolyn and the County a second amendment of the MOU for the RFID project has been drafted (highlights below).

The RFID project as detailed in Paragraph 3, below, shall be completed by the Library System by July 21, 2021.

Cumberland County has previously agreed to pay to the Library System the grant amounts applicable to those steps identified under Paragraph 3.A and 3.C, above. The remaining grant funds identified above shall be paid upon successful completion and implementation of all steps of the RFID project above by the Library System.

John McCrea made note of several grammatical/technical errors that should be corrected before the document is signed. There were no concerns with the substance of the MOU.

On a motion by John McCrea, seconded by Jonathan Williams, the library system board unanimously approved signing the Memorandum of Understanding (Second Amendment) dated June 21, 2021, pursuant to correction of grammatical and technical errors.

OLD BUSINESS

8.

UPDATES

9. NEWS FROM VISITORS

News from Cumberland County and member libraries was shared.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:25pm. **The next meeting of the Cumberland County Library System will be held on Monday, July 19 at 4:00 pm, 400 Bent Creek Blvd, Green Room. (Strategic Planning Focus Group will meet at this location immediately prior to the meeting at 2:45pm.)**

Transcribed by Jennifer Martek, administrative assistant

Submitted by Carolyn Blatchley, executive director

MEETING DATES REMINDER:

400 Bent Creek Blvd., Green Conference Room

CCLS Board Meetings (4:00pm, 3rd Monday monthly)	CCLS Finance Committee (4:00pm, Mondays, as needed)
<ul style="list-style-type: none">• 7/19/2021• 8/16/2021• 9/20/2021• 10/18/2021• 11/15/2021• 12/20/2021	<ul style="list-style-type: none">• 8/9/2021• 10/11/2021

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 6/21/21

Executive Director Report Highlights:

- **STAR Program Nearly Restored**

With the opening of public spaces in Cumberland County, all STAR customers and sites who desire to participate in the service have active volunteers serving them (some sites and households continue to not accept outside guests at this time.) Since January 1 we have gained 9 new STAR clients and 12 new STAR volunteers.

- **Restoration of Library Card Suspension Policy**

Delivery service is fully restored, materials are no longer being quarantined, and all libraries are open in some capacity. As proposed in the pandemic-contingent amendment to this policy, the library system will restore the policy of a \$0 fine threshold for use of an account with fines or fees on July 1, 2021.

- **Radio Frequency Identification**

The RFID Implementation Team continues to meet monthly. Libraries are using RFID for circulation and back-room tasks such as withdrawals. Self-checkout stations are being worked on in the computer services area with testing at the Simpson Public Library. They will be rolling out to libraries with existing self-checkout stations between now and July 2 for check-out only. Training and additional features will be turned on when staff receive LibManager training the week of July 14. Inventory wands will not be available until late fall 2021 at the earliest.