

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
September 20, 2021**

**MEMBERS PRESENT**

Paul Fisher, Bill Gould, Linda Ries, Jonathan Williams, John McCrea

**MEMBERS ABSENT**

Sherwood McGinnis, Kevin Stoner

**OTHERS PRESENT**

Jean Foschi, Carolyn Blatchley, Jennifer Martek, Susan Bahn, Jeff Swope, Sue Erdman

**CALL TO ORDER**

A regular meeting of the CCLS Board was at Library System Headquarters, 400 Bent Creek Blvd, Mechanicsburg, PA 17050. 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 July 19, 2021 Board meeting minutes.*

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

Carolyn and Susan have both been in contact with the auditor; the audit will not be done by the state's deadline of Oct. 1<sup>st</sup>. Carolyn has alerted the state that we will not make the deadline; there is no penalty for this. Carolyn will continue to push for completion of the audit.

Account 4230 has been added to the Balance Sheet and Profit & Loss Comparison in order to track conditional grant income from the County. It will arrive in two payments (August and September.)

The library system has not needed to draw on the 90 day contingency fund yet this year.

The following financial statements were reviewed:

- August 2021
  - Balance Sheet (B1)
    - Account 5433 is still showing zero. Have not received CAIU invoice; typically receive this in September.
    - Account 5233 may still have adjustments from the auditor.
  - Profit & Loss Budget to Actual (B2a)
    - Net income looks healthier; received extra \$40,000 from MOU; in September, CCLS will receive the second payment of \$60,000.
  - Profit & Loss Previous Year Comparison (B2b)

- Current Cash (B3)
- A/R Aging Summary (B4)
- Check Register (B5)
- Smart Pay Daily Deposit (B6)

***The Library System Board unanimously approved the August 2021 financial statements to be filed for audit.***

## **REPORTS**

### **3. FINANCE COMMITTEE REPORT**

The committee met August 9th; minutes were included with the packet.

### **4. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY)**

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

### **5. CHANGES TO THE SUNSHINE LAW**

Cumberland County Library System is an agency of County government and subject to these changes. We have always provided Board meeting information on our website and in two local newspapers. Our website also has a list of members and our minutes. We now have a page set up for agendas and posted our first one this month.

According to Board Source, all of our 501(c)(3) member libraries are not subject to these practices.

Here is a summary of 5 points our County solicitor provided to all County department heads. It may be useful to you in your library or library system.

- 1) Meeting agendas must be made available to the public 24 hours in advance of public meetings. Agendas must be posted
  - On the public website.
  - At the agency's principal office/location.
  - At the meeting site.

\*All three methods of publication must meet the 24 hour deadline.
- 2) Copies of the agenda must be made available to attendees at the meeting.
  - Copies must be available for anyone attending in person. Deciding who will be required to make copies and how many copies will be made available is important.
  - Anyone attending via zoom can use the agenda posted on the appropriate public website.
- 3) The agenda must include a list of each matter that will be, or may be, discussed or acted upon. Exceptions include:
  - Emergencies (real or potential) that pose "clear and present danger to life or property."

- Matters brought to the attention of the Board within 24 hours of the meeting (i.e. after the agenda has been posted). The Board may take action if the matters are minor in nature, don't require the expenditure of funds, and don't require the signing of a contract.
  - Items brought to the attention of the Board during the meeting by a resident or taxpayer. The Board may refer the matter for review and research for a future meeting or, if the matter meets one of the exceptions in the first two bullet points, take action on the item.
  - A majority of the Board vote to approve the agenda change during the meeting. The reason for the change must be announced at the meeting before the vote to approve the agenda change.
  - While there are exceptions to allow for agenda items to be added, agenda items which require a contract or the expenditure of funds cannot be acted upon unless they were previously on the agenda.
  - If you have agenda items that are routinely listed for discussion and action, be clear in the language to ensure anyone reading the agenda will know action is expected to occur at the meeting.
  - If you have agenda items which could be acted upon, word the agenda item in this manner or add a disclaimer to the agenda itself.
  - If you routinely provide reports or otherwise use 'Other Business' to allow other to provide a report, consider adding these as distinct agenda items.
- 4) Publicizing Changes to the Published Agenda after the Public Meeting
- Any agenda item added to the published agenda must be added to the agenda and publicized.
  - The updated agenda should be made available within one business day of the meeting.
  - By updating the website with the revised agenda.
  - Posting the agenda at the agency's principal office.
  - Plan now to identify whose responsibility it will be to make the changes and post the updated agenda.
- 5) A Change to the Agenda Must be Reflected in the Minutes, Including:
- A summary of the added agenda item.
  - The announced reason for the addition.
  - The vote on adding the agenda item.
  - Incorporate these above listed requirements for the minutes into training for minute takers as well as anyone who will be responsible for reviewing minutes.

## **NEW BUSINESS**

### **6. ACTION REQUESTED: APPROVAL TO SPEND UP TO \$25,000 (UNBUDGETED EXPENSE) TO INITIATE OFFICE 365 WITH OUTLOOK FOR MEMBER LIBRARIES.**

Library system information management staff continue to work with County information management staff on an effort to move member libraries off the ccpa.net. All library staff can now use @cumberlandcountylibraries.org as their receiving domain address, but

replies, forwards and sent email continues to be from an @ccpa.net address.

Library System IT staff have determined the least expensive option for obtaining access to the necessary software services through Intermediate Unit 13 and are working with existing backup services at Capital Area Intermediate Unit. They have identified a local consultant to assist with the library side of migration (\$5,000), while County IMTO continues to be a partner in this effort on their side.

Initial costs for consultant fees, licensing and security for the remainder of 2021 is estimated at \$17,395.00. Annual costs for licensing, backups and security are closer to \$38,000. The security package includes malware protection on devices at \$12,000 a year, and a layer of security that includes Security Operations Center (SOC) and Managed Detection and Response (MDR) also at \$12,000 a year.

On a motion by John McCrea, seconded by Linda Ries, the library system board unanimously approved to spend up to \$25,000 to initiate Office 365 with Outlook for member libraries.

**7. ACTION REQUESTED: APPROVAL TO SIGN CONTRACT WITH AUTHORITY CONTROL VENDOR (BUDGETED EXPENSE OVER \$10,000.)**

As part of the library system's 2021 goals, we are seeking to contract an Authority Control Vendor, to keep the catalog data in good condition for the public to search. After lengthy research, the library system has selected Backstage Library Works of Bethlehem, PA. This is a budgeted expense, but since the contract exceeds \$10,000, we must have approval from the Board to sign the contract. There are only two vendors available for this project, and both projects come within \$270 of each other. There is an initial cost with either vendor of 2.2 cents per record (or \$6,820 for the 310,000 base records.) The contract includes an additional 35,000 new records a year. Once a written contract is received, Carolyn will ask Jennifer Hipp (county solicitor) to review.

On a motion by John McCrea, seconded by Jonathan Williams, the library system board unanimously approved signing a contract with Backstage Library Works as the new authority control vendor.

**OLD BUSINESS**

**8. NOTHING ON THE AGENDA**

**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 5:15pm. **The next meeting of the Cumberland County Library System will be held on Monday, October 18 at 4:00 pm, 400 Bent Creek Blvd, Green Room.**

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

**MEETING DATES REMINDER:**

400 Bent Creek Blvd., Green Conference Room

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

## **ADDENDUM TO THE CCLS BOARD MEETING MINUTES 9/20/21**

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

- **Vendor Response to Title Availability**

Both Baker & Taylor and Ingram – our discount library materials vendors - have issued statements to their global customer base on existing and expected supply chain issues with providing materials, and especially print materials.

Each addresses staffing shortages, shipping disruptions, and shortages in labor and manufacturing supplies. They both shared that publishers are experiencing print delays and are not able to obtain resources for secondary runs. We are seeing a definite issue with obtaining titles by their street date, either because of materials shortages or processing delays. We are also seeing titles that are not printed by their street date.

Our staff continue to be in constant conversation about the status of our orders and any ways that we can alleviate hold-ups at the book jobber site.

- **County Tax Distributions for 2022**

The County budgeted an aggressive 2.3% increase in the County Library Tax. This is not a guarantee, and we offered four different monthly payment scenarios.

Library directors discussed requesting the most optimistic option for an annual payment of \$4,320,000 which is \$32,446 over the budgeted 2.3% increase. The other options were level funding, \$4,200,000., or \$4,260,000.