



Carolyn Blatchley, Executive Director

Voice: (717) 240-5379

Fax: (717) 240-7770

Email: cblatchley@cumberlandcountylibraries.org

Web: <http://CumberlandCountyLibraries.org>

To: CCLS Board & Alternates; Commissioner Jean Foschi; Library Directors;
Headquarters Management Staff; Chief Clerk; DLC Consultant

**Cumberland County Library System Board
Meeting Agenda — Monday, March 14, 2022 — 4:00 PM
400 Bent Creek Blvd, Suite 150, Mechanicsburg, PA 17050**

Library System Mission: To plan, develop, coordinate and provide comprehensive public library services for residents through a cooperative network of public libraries.

CALL TO ORDER:

1. Call to Order — Linda Ries, President

MINUTES & TREASURER’S REPORT

1. **Action Required: Previous Meeting Minutes — Att. A**
2. **Action Required: Treasurer’s Report — Att. B**

February 2022 Financials

- Balance Sheet (B1)
- Budget to Actual (B2)
- Comparative Income and Expense (B3)

REPORTS

1. CCLS Finance Committee Minutes – Att. C
2. Executive Director's Report – Att. D

NEW BUSINESS:

1. **ACTION REQUESTED – Bylaws Amendments**
CCLS Bylaws may be amended at any regular meetings of the Board by a majority vote,

provided the amendment has been submitted in writing thirty days prior to the meeting.

At the February 14, 2022 Library System Board meeting, Carolyn Blatchley provided formal notification of proposed amendments to the current bylaws to include the newly adopted mission and to address modern banking practices.

Proposed Amendment to Article II

Previous: The Cumberland County Library System's mission is to plan, develop, coordinate and provide comprehensive public library services for residents through a cooperative network of public libraries.

Proposed: The Cumberland County Library System's mission is to enhance the capacity of member libraries, encourage lifelong learning, and facilitate access to information and technology, all to improve the quality of life in our communities.

Proposed Amendment to Article V

Previous: The Treasurer shall chair the Finance Committee. All disbursements shall be made by check and the check shall carry the signature of the Executive Director, Treasurer, or other designated board members. The check register shall be reviewed monthly by the Executive Committee. The Treasurer or a member of the Executive Committee shall review bank statements and cancelled checks monthly. In addition, monthly bank reconciliations prepared by system staff shall be reviewed and initialed by the Treasurer or a member of the Executive Committee monthly. The signatures of the Treasurer or Executive Director (as recording secretary), and another officer, shall be required to enter into contracts of more than \$10,000 on behalf of the library system.

Proposed: The Treasurer shall chair the Finance Committee. All disbursements shall be made by check or electronic transfer, and be authorized by the Executive Director, Treasurer, or other designated board members. The check register shall be reviewed monthly by the Executive Committee. The Treasurer or a member of the Executive Committee shall review bank statements and cancelled checks monthly. In addition, monthly bank reconciliations prepared by system staff shall be reviewed and initialed by the Treasurer or a member of the Executive Committee monthly. The signatures of the Treasurer or Executive Director (as recording secretary), and another officer, shall be required to enter into contracts of more than \$10,000 on behalf of the library system.

2. ACTION REQUESTED – Approval to Sign Wide-Area Network Contract

See Director's Report for details.

3. ACTION REQUESTED – Board Endorsement of Library System Absorption of SmartPay Merchant Fees

See Director's Report for details.

OLD BUSINESS:

1.

UPDATES:

1. News from County Commissioners – Comm. Jean Foschi
2. News from Member Libraries
3. Recognition of Visitors & Visitors' Concerns

Attachments:

- A. Meeting Minutes
- B. Treasurer's Report
- C. Finance Committee Meeting Minutes
- D. Executive Directors Report
- E. Wide-Area Network Contract Information

MEETING REMINDERS:

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

400 Bent Creek Blvd, Green Room

- 1/10/2022 (exception)
- 2/14/2022 (exception)
- 3/14/2022 (exception)
- 4/18/2022
- 5/16/2022
- 6/20/2022
- 7/18/2022
- 8/15/2022
- 9/19/2022
- 10/17/2022
- 11/21/2022
- 12/19/2022

CCLS Finance Committee

(Mondays, 4:00pm, as needed)

- 3/7/2022
- 5/9/2022
- 8/8/2022
- 10/10/2022