

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
January 9, 2023**

**MEMBERS PRESENT**

Jim Hutcheson, Linda Ries, Brian Robertson, Judy Souleret, John McCrea, Carolyn Pfeifer, Megan Mancino

**MEMBERS ABSENT**

**OTHERS PRESENT**

Jean Foschi (Commissioner), Carolyn Blatchley (Executive Director), Jennifer Martek (Administrative Assistant), Ashleigh Allen (Financial Specialist), Jairee Counterman (Advancement Coordinator), Jessica Miller (Fredricksen Director), Alana Bubnis (New Cumberland Director), Jeff Swope (Bosler Director), Sue Erdman (Simpson Director), Karen Cochran (Simpson Library)

**CALL TO ORDER**

The CCLS Board held a regular meeting at Library System Headquarters, 400 Bent Creek Blvd, Mechanicsburg, PA 17050. President Linda Ries called the meeting to order at 4:00pm.

**MINUTES & TREASURER'S REPORT**

**1. PREVIOUS MINUTES**

*The Library System Board unanimously approved the November 21, 2022 Board meeting minutes.*

**2. TREASURER'S REPORTS (CAROLYN BLATCHLEY)**

The November pre-audit financial statements were shared with the Finance Committee prior to the Board meeting; no corrections were noted. The Finance Committee will re-organize in February, after member libraries select officers. The Board reviewed the following pre-audit financial statements:

- November and December 2022
  - Balance Sheet (B1)
    - ~ The ARP-LSTA Commonwealth Libraries line was reconciled in December.
    - ~ We anticipate major expenses in the January report for Sierra renewal, databases and computer expenses.
  - Profit & Loss Budget to Actual (B2)
  - Comparative Income & Expense (B3)

***The Library System Board unanimously approved the November and December 2022 financial statements to be filed for audit.***

## **REPORTS**

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

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 It has been archived and will be available on the library system intranet.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

## **OLD BUSINESS**

### **2. (NONE)**

## **NEW BUSINESS**

### **3. NOMINATING COMMITTEE REPORT – JUDY SOULERET**

The Nominating Committee members – Linda Ries, Judy Souleret, Hope Miller – presented nominees to serve as Board Officers in 2023: President – Linda Ries; Vice President – Jim Hutcheson; Treasurer – John McCrea.

***On a motion by John McCrea, seconded by Jim Hutcheson, the library system unanimously approved the ballot of officers.***

Linda Ries asked if there were any nominations from the floor. There were none.

***On a motion by John McCrea, seconded by Judy Souleret, the nominations were closed and the ballot, as recommended by the nominating committee, was put forward and unanimously approved by the library system board.***

### **4. MEMORANDUM OF UNDERSTANDING WITH CUMBERLAND COUNTY COMMISSIONERS**

Chief Clerk Stacy Snyder worked with Carolyn Blatchley on a new MOU for 2023 and the future. This is a simplified MOU that reduces prescriptive operational language and focuses on retaining conditional grants into the future. If approved by the CCLS Board, this will be jointly signed by officials from Cumberland County Library System and the Cumberland County Commissioners in January 2023

***On a motion by John McCrea, seconded by Jim Hutcheson, the library system unanimously approved the 2023 Memorandum of Understanding with the Cumberland County Commissioners.***

### **5. PRESENTATION OF MATERIALS BY JOSEPH T. SIMPSON LIBRARY TO REQUEST BUILDING REMODELING AND A CAPITAL CAMPAIGN.**

Last fall, the Simpson Library purchased the former Agway building located on Allen Street

in Mechanicsburg (about three blocks from the library). This location will be used for community programming and a permanent home for the Friends book sale. It is much like the Foundation House at New Cumberland, or the Book Nook at Shippensburg. Simpson Library is now preparing for a capital campaign to improve the space. The goal will be approximately \$2million; about \$400,000 has already been pledged.

***On a motion by Jim Hutcheson, seconded by John McCrea, the library system board unanimously approved the Joseph T. Simpson Library to undergo a capital campaign beginning in 2023.***

## UPDATES

### 6. NEWS FROM VISITORS

News from Cumberland County and member libraries was shared.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 4:52pm. **The next meeting of the Cumberland County Library System will be held on Monday, February 13, 2023 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>• 1/9/2023 (exception)</li><li>• 2/13/2023 (exception)</li><li>• 3/20/2023</li><li>• 4/17/2023</li><li>• 5/15/2023</li><li>• 6/19/2023</li><li>• July – NO MEETING</li><li>• August – NO MEETING</li><li>• 9/18/2023</li><li>• 10/16/2023</li><li>• 11/20/2023</li><li>• December – NO MEETING</li></ul>	<ul style="list-style-type: none"><li>• 2023 TBD</li></ul>

## **Addendum to Minutes 1/9/23**

### **Cumberland County Recovery Grant Funding**

Every member library that applied for County ARP received funding received approval. This is \$1,107,295 in County recovery funds distributed to improve library services. To date, \$24,250,468 has been distributed by the County.

Below are all six funded library projects:

- Bosler Memorial Library in Carlisle: \$150,000 toward a project that will create outdoor programming space and to expand access to the library's 29 S. West St. building.
- Cleve J. Fredricksen Library in Camp Hill: \$79,843 to create a courtyard for outdoor children's programming and additional infrastructure improvements.
- Jeffrey W. and Joann Coy Public Library in Shippensburg: \$78,252 to support a multiphase project to its outdoor meeting and program space.
- John Graham Library in Newville: \$200,000 toward the building of a 30x60 foot addition to the rear of the building.
- Joseph T. Simpson Public Library in Mechanicsburg: \$318,850 to acquire and renovate the building at 45 W. Allen St.
- New Cumberland Public Library: \$280,350 to improve building safety, reduce repair and maintenance costs, and increase access to and the capacity for public services.

### **Commissioner Award of \$100,000 for 2022 Conditional Grant Projects**

- On Wednesday, December 21, 2022, the Cumberland County Commissioners approved the award of \$100,000 to the library system for the completion of the five 2022 Conditional Grant projects.
- Library system staff, member libraries and system-wide teams will be challenged to continue these initiatives and enhance the results of 2022 actions, and 2023 assignments are underway.

### **Collection Services Wrap-up**

- In 2022, Collection Services staff continued to exceed the goal of materials turn-around under ten days, and primarily materials are moving from acquisitions to delivery in three or fewer.
- A preliminary look at 2022 statistics for the department show that there were 1,062 more items ordered through the library system administrative office in 2022 than 2021. Items cataloged in house were up 2,308. Items delivered with processing were down 5,091, but the total number of items delivered to libraries with or without processing was up by 39.