

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
February 13, 2023**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

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

**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 January 9, 2023 Board meeting minutes.*

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

The January pre-audit financial statements were shared. The Finance Committee is in the process of re-organizing; the first meeting will be March 6. The Board reviewed the following pre-audit financial statements:

- January 2023
  - Balance Sheet (B1)
  - Profit & Loss Budget to Actual (B2)
  - Comparative Income & Expense (B3)

These reports were prepared while Carolyn while was on vacation. A few adjustments are needed. The January statements will be re-distributed for the March meeting.

**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been archived and will be available on the library system intranet.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.

- **FINANCIAL INTEREST STATEMENT**

The Public Official and Employee Ethics Law requires public officials, employees, candidates, and nominees to file statements of their personal financial interests for the prior calendar year (2022). All CCLS Board members and alternates are required to complete this online form and provide Jennifer Martek with a PDF of the results by the April 17, 2023 Board meeting. <https://www.ethics.pa.gov/Pages/Online-Filing.aspx> (Detailed instructions for filing electronically are available on this website as well.)

- **CONFLICT OF INTEREST ANNUAL STATEMENT**

This acknowledgement of CCLS policy is required to be signed annually; please complete and return.

## **OLD BUSINESS**

### **2. AUDITOR PROPOSALS FOR CONSIDERATION – ATT. F AND G**

Proposals were received from Boyer & Ritter and Smith, Elliott & Kearns. The Board would like the Finance Committee to review the proposals at their March 6 meeting.

## **NEW BUSINESS**

### **3. APPROVAL OF EDITS TO SUSPENSION OF LIBRARY CARD POLICY – ATT. H**

The new Memorandum of Understanding with the County removes operational directives. During a recent meeting, library directors agreed that they would like to see an immediate return to the 2013 policy, which allowed users to have fines of up to \$5 before their account was suspended. The current “zero-tolerance” policy is an impediment to library use and produces consternation on a weekly basis.

*On a motion by Judy Souleret, seconded by Megan Mancino, the library system unanimously approved the proposed edits to the Suspension of Library Card Policy.*

The next step will be for the Information Technology Director to adjust the software. We will also begin to explore implementing auto renewals. The Board is also interested in beginning discussions about the library system being fine free.

## **UPDATES**

### **4. NEWS FROM VISITORS**

News from Cumberland County and member libraries was shared.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:20pm. **The next meeting of the Cumberland County Library System will be held on Monday, March 20, 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>• 3/6/2023</li><li>• 6/5/2023</li><li>• 8/21/2023</li><li>• 9/25/2023</li></ul>

## Addendum to Minutes 2/13/23

### 2022 Library Tax Shortfall

The Library System was notified that library tax revenues fell short in 2022, and we will receive a reduced payment to the system in March. Member libraries will receive a reduced payment on March 3, with the reduction amount based on the 2022 funding formula. According to our policy.

*Any burden to return overpayment of tax funds to the County due to a previous year's tax collection shortfall shall be distributed among the library system and member libraries using the same methodology as the previous year's tax payment distribution.*

Using the 2022 formula distribution, the March 3 payments to member libraries will be reduced by a total of \$3,378.75 (73% of the total amount) and the library system amount being reduced \$1,265.58 (27.25% of the total.) The \$3,378.75 will be divided out this way among libraries:

<b>Library</b>	<b>Amount</b>	<b>Percentage</b>
AME	-\$236.87	7.01%
BOS	-\$614.87	18.20%
FRE	-\$943.20	27.92%
JGR	-\$172.14	5.09%
NCU	-\$316.21	9.36%
SHP	-\$377.25	11.17%
SIM	-\$718.21	21.26%