

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
September 21, 2020**

MEMBERS PRESENT

Paul Fisher, Linda Ries, Jonathan Williams, Sherwood McGinnis, Kevin Stoner, John McCrea

MEMBERS ABSENT

William Gould

OTHERS PRESENT

Karen Shirey, Carolyn Blatchley, Jennifer Martek, Jody Cole, Jeff Swope, Sue Erdman, Jean Foschi

CALL TO ORDER

Cumberland County is following Governor Wolf's Coronavirus Guidelines. The CCLS Board meeting was held online via "Zoom". A regular meeting of the CCLS Board was called to order by President Paul Fisher at 4:15pm.

MINUTES & TREASURER'S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the July 20, 2020 Board meeting minutes.

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

The System Board reviewed the following financial statements for the months of July and August 2020:

- Balance Sheet (B1)
 - 3.56% decrease YTD as of July 31.
 - Received two county tax payments in August.
 - The Finance Committee would like CCLS 2021 financial statements to reflect county payments received and paid out within the same month. This could be accomplished by recording as "deferred revenue". No changes are needed to the deposit dates from the county.
- Income and Expense (B2)
 - There is an incorrect formula in the cell for Net Increase (Decrease) in Fund Balance. Carolyn will correct.
- Cash Report (B3)
- Accounts Receivable Summary (B4)
- Check Register (B5)
- The August Smart Pay Deposit Report was not attached to the Board packet. Carolyn will add it to the Treasurer's Report, before it is filed for audit.

The Library System Board unanimously approved the July and August 2020 financial statements to be filed for audit.

Carolyn shared that the audit is scheduled to be presented to the Board at the October 19th meeting.

REPORTS

3. FINANCE COMMITTEE (JONATHAN WILLIAMS)

The Board received, reviewed and discussed the written August 31, 2020 Finance Committee meeting summary.

4. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY)

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 The full report has been archived and is available on the library system intranet.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

NEW BUSINESS

5. ACTION REQUESTED: SUSPENSION OF LIBRARY CARDS POLICY

The Library Directors have requested that the CCLS Board consider continuing the temporary amendment to the Suspension of Library Cards Policy, which allows patrons to have fines up to \$25 and still use their accounts. The directors would like the amended policy to stay in place until the requirement to quarantine library materials is lifted or until library directors request otherwise. The Board discussed how the quarantining of materials can lead to confusion for patrons and fines on their accounts.

On a motion by Sherwood McGinnis, seconded by Linda Ries, the Library System Board unanimously endorsed continuing the amendment to the Suspension of Library Cards Policy to allow patrons to have fines up to \$25 and still use their accounts; the amendment will remain in place until the requirement to quarantine library materials is lifted by the Capital Area Library District or until library directors request otherwise.

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 5:25pm. The next meeting of the Cumberland County Library System will be held on Monday, October 19th at 4:00 pm.

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

MEETING DATES REMINDER:

PSBA has canceled all outside conference room rentals through 2020; all CCLS meetings through the end of the year will be online.

CCLS Board Meetings

(4:00pm, 3rd Monday monthly)

- 10/19/2020
- 11/16/2020
- 12/21/2020

CCLS Finance Committee

(4:00pm, Mondays, as needed)

- 11/2/2020

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

Executive Director Report Highlights:

- **Support to School Libraries**

Through a pilot outreach by the Fredricksen Library, Cumberland County libraries are seeking to expand the impact of our online collections in OverDrive to work with school libraries who are willing to purchase Sora, in collaboration with the Intermediate Unit. District permissions must be obtained, but if it is successful, school students at Harrisburg Academy, East Pennsboro and Camp Hill school districts will be able to use eBooks with their school identification. Digital Access Card options will also be available.

- **NewsBank Added to the Database Suite**

Through a Renew Cumberland grant, CCLS libraries have both home and in-library access to Patriot News, parts of The Sentinel, and a resource called America's News. This is part of the \$32,000 obtained to support online collection development.

- **RFID Project Underway**

RFID conversion training took place on September 2, 2020. Three libraries (Fredricksen, New Cumberland and Shippensburg) are tagging and pairing materials. We are waiting for the other 5 tagging stations, and for the staff and self-check hardware to arrive. mk Solutions has not provided a shipping date at this time. Equipment is delayed due to pandemic concerns.

- **30 Additional Hotspots in Circulation**

A Renew Cumberland funded grant for 30 additional 30-day hotspots for 3 months has reduced the holds list and helped meet demand. Barb Leach secured a \$200 discount toward these hotspots, allowing us to fund them for a few more weeks beyond the grant fund request. The library system ordered, processed and sent these to libraries last week.

- **Renew Cumberland Act Grant for Technology**

The Library System obtained \$55,226.00 in Renew Cumberland grant funding for technology needs across the library system. This includes laptops and peripherals to support a remote workforce and continue library operations and programming in remote environments as well as online programs and meetings, recorded sessions and communications in socially distanced situations. System headquarters staff have started working with member libraries on spending the allotted amount according to the expressed needs of each library.