

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
January 11, 2021**

**MEMBERS PRESENT**

Bill Gould, Paul Fisher, Linda Ries, Jonathan Williams, Sherwood McGinnis, John McCrea, Karen Shirey

**MEMBERS ABSENT**

Kevin Stoner

**OTHERS PRESENT**

Jean Foschi, Carolyn Blatchley, Jennifer Martek, Susan Bahn, Cindy Thompson, Sue Erdman, Jeff Swope, James Marquez

**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 4:00pm.

**MINUTES & TREASURER'S REPORT**

**1. PREVIOUS MINUTES**

*The Library System Board unanimously approved the December 21, 2020 Board meeting minutes.*

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

The System Board reviewed the following financial statements for the month of December 2020:

- Cash Report (B3)
- Accounts Receivable Summary (B4)
- Check Register (B5)
- Smart Pay Deposits (B6)

The Income Sheet and Balance Sheet for December will be prepared for the February Board Meeting.

Paul Fisher questioned whether the state money received in 2020 has been disbursed yet. Carolyn reported that it has not, but will be later this week. In addition, the County payment will be disbursed.

**REPORTS**

**3. 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 The full report has been archived and is available on the library system intranet.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**

### **4. BOARD OFFICERS (NOMINATING COMMITTEE: KEVIN STONER, PAUL FISHER, JONATHAN WILLIAMS)**

The nominating committee recommended the following people to serve as officers:

Paul Fisher, President  
William Gould, Vice President  
Jonathan Williams, Treasurer

Paul Fisher asked if there were any nominations from the floor. There were none.

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

## **UPDATES**

### **5. NEWS FROM VISITORS**

News from Cumberland County and member libraries was shared.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:45pm. The next meeting of the Cumberland County Library System will be held on Monday, February 8 at 4:00 pm.

***Transcribed by Jennifer Martek, administrative assistant***

***Submitted by Carolyn Blatchley, executive director***

### **MEETING DATES REMINDER:**

(Online until further notice)

| <b>CCLS Board Meetings<br/>(4:00pm, 3<sup>rd</sup> Monday monthly)</b>   | <b>CCLS Finance Committee<br/>(4:00pm, Mondays, as needed)</b>   |
|--|--|
| <ul style="list-style-type: none"><li>• 1/11/2021 (exception)</li><li>• 2/8/2021 (exception)</li><li>• 3/15/2021</li><li>• 4/19/2021</li><li>• 5/17/2021</li><li>• 6/21/2021</li></ul> | <ul style="list-style-type: none"><li>• 3/1/2021</li><li>• 5/3/2021</li><li>• 8/2/2021</li><li>• 10/4/2021</li></ul> |
| <ul style="list-style-type: none"><li>• 7/19/2021</li><li>• 8/16/2021</li><li>• 9/20/2021</li><li>• 10/18/2021</li><li>• 11/15/2021</li><li>• 12/20/2021</li></ul>                     |  |

## **ADDENDUM TO THE CCLS BOARD MEETING MINUTES 1/11/21**

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

- **Community Reading Program Materials Processed and Delivered**  
For the *One Book, One Community* reading program, 32 in-kind copies of *The Curious Charms of Arthur Pepper* by Phaedra Patrick were distributed among the libraries. Additionally, the library system purchased the book as an eBook and an eAudiobook.
- **National Change of Address Performed on Donor Database**  
Barbara Leach performed a clean-up of donor addresses in eTapestry by running the semi-annual NCOA, increasing the capacity of member libraries to conduct successful giving campaigns.
- **Collection Services Activity Continues to Improve**  
The number of items on the floor waiting to be cataloged is currently under 150 with more than 50% of the items (77 items) less than 5 days in our possession. The remainder of the items (72) have been there 16 days or fewer. Materials vendors continue to have supply chain issues from book printers.
- **Compilation of 2020 Statistics for 2020 Annual Reports**  
All departments and member libraries are finalizing 2020 statistical reports. Library system staff are considering a restructuring of how member library statistics are curated in order to expedite the process.
- **Upcoming Director/Trustee Trainings**  
Commonwealth Libraries is offering an educational session on Board Governance three times in 2021, followed by a series of Board “deep dives”. Board Presidents should have received an email invitation.
- **RFID Progress**  
RFID material tagging continues at all locations. RFID gates are scheduled for delivery by the end of January, with installation dates to follow. The system-wide RFID Implementation team will meet online on January 25 to finalize a timeline and begin to discuss the process for public implementation.
- **Strategic Planning**  
The team is finalizing the survey questions. The list of survey recipients also needs to be finalized. The team hopes to have the survey out by February 1<sup>st</sup>.