

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
February 8, 2021**

MEMBERS PRESENT

Bill Gould, Linda Ries, Jonathan Williams, Sherwood McGinnis, John McCrea, Kevin Stoner

MEMBERS ABSENT

Paul Fisher

OTHERS PRESENT

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

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 Vice President Bill Gould at 4:05pm.

MINUTES & TREASURER'S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the January 11, 2021 Board meeting minutes.

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

Auditors from SEK were in the office January 25 and 26; as part of their review, they pointed out corrections that needed to be made to December's financial statements. Trout CPA has been working with staff to make these corrections. The following December 2020 statements will be provided prior to the March System Board meeting:

- Balance Sheet (B1)
- Income and Expense (B2)

Because of the early date of the February meeting, January financials will be provided prior to the March meeting. Carolyn, Susan and Jonathan will meet prior to the March meeting to review both January and February financials.

REPORTS

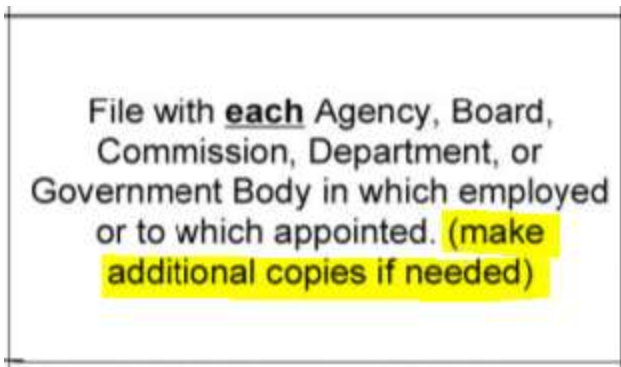
3. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY)

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 The full report has been archived and is available on the library system intranet.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. FINANCIAL INTEREST STATEMENT – ATT. D

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 (2020). This must be completed and filed in the Commissioners’ Office no later than May 1, 2021. Visit <https://www.ethics.pa.gov/How-To/Pages/How-To-File-a-Statement-of-Financial-Interests.aspx> for detailed instructions. There is a link for online filing as well as a link to a PDF form that can be printed. Please email a copy of your completed statement to Jennifer Martek (jmartek@ccpa.net); she will forward forms to the commissioners’ office. If you are required to file with multiple agencies; fill out the form once and make copies.



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, March 15 at 4:00 pm.

Transcribed by Jennifer Martek, administrative assistant

Submitted by Carolyn Blatchley, executive director

MEETING DATES REMINDER:

(Online until further notice)

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

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 2/8/21

Executive Director Report Highlights:

- **District Delivery Backlog**

Due to DCLS staff illness, voluntary termination, two holidays and two weather events the Capital Area Library District's delivery service has been cancelled 9 days (possibly 11 by the time the Board meets) in 2021. As of February 3 the District requests that member libraries refrain from sending materials between libraries until further notice (but hopefully no longer than one week.)

System headquarters staff provided an alternative way to fill some holds requests, and CCLS member libraries are discussing possible ways to move materials between libraries in the interim.

- **Draft Strategic Planning Survey**

A survey for all involved parties is in draft form with intention to distribute in February. This survey will give feedback to assist the steering committee in identifying parties to engage in interviews and focus groups.

- **Radio Frequency Identification**

The RFID Implementation Team met for project updates and decisions in late January. Libraries continue to tag and pair materials for RFID. On February 3, system headquarters staff met with mk Solutions to view a new version of the software which addresses technical issues encountered during our first demo of the staff station RFID software. Gates have arrived and installation is scheduled to take place February 22-26. System headquarters staff are developing training materials for the library staff.

- **STAR (Service to Adult Readers)**

Christa Bassett is working with the Cumberland County Department of Aging & Community Services to order 11K STAR brochures, 10K of which will be handed out to library customers in February, as an effort to promote STAR services. Funding is provided by Pennsylvania Link through the Department of Aging. The other 1000 will be given out during every warm meal distribution for designated time period. Warm meal delivery includes Meals-on-Wheels but also, individuals who purchase a warm lunchtime meal at one of our 6 county Senior Centers and also weekly frozen meals which are delivered to rural areas of Cumberland County not served by Meals-on-Wheels.

- **State Funding for 2021-22**

For the support of full funding in 2020-21, Pennsylvania Library Association (PaLA) recommends library advocates send communication to Rep. Stan Saylor to thank him for his work on our behalf. The Governor's 2021-22 budget announcement (February 3) is expected to have a strong emphasis on raising personal income taxes to support education, but no obvious mention of support to public libraries. CCLS will wait for advocacy messages from PaLA before taking action.