

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
April 19, 2021**

MEMBERS PRESENT

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

MEMBERS ABSENT

OTHERS PRESENT

Jean Foschi, Carolyn Blatchley, Jennifer Martek, Susan Bahn, Cindy Thompson, Jeff Swope, Lori Loss, Sue Erdman, Madeleine Murphy

CALL TO ORDER

A regular meeting of the CCLS Board was held online via “Zoom”. The meeting was called to order by President Paul Fisher at 4:01pm.

MINUTES & TREASURER’S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the March 15, 2021 Board meeting minutes.

2. TREASURER’S REPORTS (SUSAN BAHN FOR JONATHAN WILLIAMS, TREASURER)

The following financial statements were reviewed:

- March 2021
 - Balance Sheet (B1)
 - Prepaid expense under “other current assets” is for the RFID project. mkSolutions is having supply chain issues; still waiting to receive “wands” and be invoiced for them.
 - Tracking purchases made on behalf of Simpson for eBooks.
 - Budget to Actual (B2a)
 - Fines collected are a little below budget.
 - Miscellaneous revenue is the funds from Simpson for eBooks and CARES Act money.
 - Internet Service is below budget. There is a “Universal Service Fund Credit” that still needs to be booked.
 - Unemployment is higher than budget, due to furloughs.
 - FICA is higher than budget due to salary increases.
 - eBook purchases fall under line 5230 Electronic Information. This is below budget, but purchasing will be increased.

- Added a new account 5465 to track any Library Mobile App expenses.
- Line 5710 Miscellaneous Operating reflects an adjustment.
- Paul asked that a copy of the 2021 budget be sent to him, as well as the adjusted reports for March.
- Comparative Income and Expense (B2b)
- Current Cash (B3)
- A/R Aging Summary (B4)
- Check Register (B5)
- Smart Pay Daily Deposit (B6)

The Library System Board unanimously approved the March 2021 financial statements to be filed for audit.

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 The full report has been archived and is available on the library system intranet.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

Received word last week that the eRate application for the library system was approved in the amount of \$56,365.70. This funding begins in July 2021.

NEW BUSINESS

4. POLICY REVISION: HOLIDAYS, CLOSINGS & DELAYS – ATT. D

The Library System's policy review team and CCLS Directors are requesting that two policies be combined into one under "Holidays, Weather Closings & Delays".

On a motion by Jonathan Williams, seconded by Sherwood McGinnis, the Library System Board unanimously approved revising two policies into one to create the new policy "Holidays, Weather Closings & Delays".

5. POLICY REVISION: ELIMINATE UNCLAIMED ITEM PICK-UP FEE – ATT. E

The Library System's policy review team and CCLS Directors are requesting the Unclaimed Pick-up Fees policy be removed, along with the practice of charging this one-time 50-cent fee for the sake of consistent and equitable practices.

On a motion by Karen Shirey, seconded by Linda Ries, the Library System Board unanimously approved eliminating the Unclaimed Pick-up Fees policy along with the practice of charging a one-time 50-cent fee.

OLD BUSINESS

6. STATE ETHICS COMMISSION FILINGS – DUE NOW

All Board members and alternates are requested to complete this filing at this time, if you

have not already done so. 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.

UPDATES

7. NEWS FROM VISITORS

News from Cumberland County and member libraries was shared.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:00pm. The next meeting of the Cumberland County Library System will be held on Monday, May 17 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">• 5/17/2021• 6/21/2021• 7/19/2021• 8/16/2021• 9/20/2021• 10/18/2021• 11/15/2021• 12/20/2021	<ul style="list-style-type: none">• 5/10/2021• 8/9/2021• 10/11/2021

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 4/19/21

Executive Director Report Highlights:

- **STAR Program Promoted**

The National Library Week press release celebrating National Library Outreach Day got picked up by the Sentinel, PennLive and CBS21. A reporter from CBS21 interviewed Carolyn Blatchley and ran the story on the 11 PM news. Coverage by each news outlet is available toward the bottom of our website under Latest News, and the newspaper articles are indexed in our NewsBank Database.

- <https://tinyurl.com/STAR21-CBS> (April 7, 2021)
- <https://tinyurl.com/STAR21-Patriot> (April 5, 2021)
- <https://tinyurl.com/STAR21-Sentinel> (April 5, 2021)

- **Radio Frequency Identification**

The RFID Implementation Team met in April to discuss the project status. The library system and all libraries (except John Graham, due to building issues) have completed tagging and pairing all materials, and are following protocols for pairing new materials. Tara Major provided the first glimpse of RFID for circulation of library materials in action. mk Solutions continues to work with our information technology staff on setting up the self-checkout stations. Four out of five documentation manuals have been obtained. Training and documentation for member libraries is being developed.

- **Foundation Awarded \$5,000 for Tutor.com**

In the next 60 days, the Cumberland County Library System Foundation will be receiving a check for \$5,000 toward the renewal of Tutor.com from the Truist Foundation (Truist Financial Corporation; formerly SunTrust Bank.) In the award letter, President Lynette Bell said, “We believe this grant will help Cumberland County Library System Foundation continue its outstanding work through free online tutoring support to better our communities.” Jairee Counterterman shared that this is a 2020 application she’d been waiting on and it will help fund our 2021-22 subscription.