

**Cumberland County Library System  
Board of Trustees Monthly Meeting Minutes  
April 18, 2022**

**MEMBERS PRESENT**

Bill Gould, Jim Hutcheson, Linda Ries, Judy Souleret, Brian Robertson, Maggie Pepe

**MEMBERS ABSENT**

John McCrea

**OTHERS PRESENT**

Carolyn Blatchley (Executive Director), Jennifer Martek (Administrative Assistant), Sue Erdman (Simpson Director), Jean Foschi (Commissioner)

**CALL TO ORDER**

A regular meeting of the CCLS Board was held at Library System Headquarters, 400 Bent Creek Blvd, Mechanicsburg, PA 17050. The meeting was called to order by President Linda Ries at 4:03pm.

**MINUTES & TREASURER'S REPORT**

**1. PREVIOUS MINUTES**

*The Library System Board unanimously approved the March 14, 2022 Board meeting minutes.*

**2. TREASURER'S REPORTS (WILLIAM GOULD)**

The following financial statements were reviewed:

- March 2022
  - Balance Sheet (B1)
  - Profit & Loss Budget to Actual (B2)
  - Comparative Income & Expense (B3)

*The Library System Board unanimously approved the March 2022 financial statements to be filed for audit.*

**REPORTS**

**1. EXECUTIVE DIRECTOR (CAROLYN BLATCHLEY)**

The Board received, reviewed and discussed the written Executive Director's Report. It has been archived and is available on the library system intranet.

Additional highlights of the report are included as an addendum to these minutes.

## NEW BUSINESS

None

## OLD BUSINESS

### 2. AUDITORS

Judy Souleret had previously requested that the Board discuss asking auditors for quotes on services.

Carolyn shared that CCLS last asked auditors for quotes in 2008. CCLS policy does not require a formal RFP. Carolyn would like to send a solicitation letter to selected auditors, detailing the work that we need to have done, and asking for a price quote. Maggie Pepe asked how potential vendors will be identified; a public notice ensures that smaller and lesser known firms are not excluded. Carolyn will ask peers and also use the Data Axle database, and possibly Google. The list of potential auditors could be shared with the Board prior to sending the auditors a letter. Jim Hutcheson commented that Bosler has experience with several auditors; most of the other libraries have likely also used various auditors. Jean Foschi questioned whether it is legally allowed to not do an RFP; Carolyn will check on this with the solicitor. (The policy was last updated in 2012.) In the meantime, Carolyn will continue to work on developing a list of potential auditors.

## UPDATES

### 3. NEWS FROM VISITORS

News from Cumberland County and member libraries was shared.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 5:04pm. **The next meeting of the Cumberland County Library System will be held on Monday, May 16 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>• 4/18/2022</li><li>• 5/16/2022</li><li>• 6/20/2022</li><li>• 7/18/2022</li><li>• 8/15/2022</li></ul>	<ul style="list-style-type: none"><li>• 5/9/2022</li><li>• 8/8/2022</li><li>• 10/10/2022</li></ul>

Attachment A

<ul style="list-style-type: none"><li>• 9/19/2022</li><li>• 10/17/2022</li><li>• 11/21/2022</li><li>• 12/19/2022</li></ul>	
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## **ADDENDUM TO THE CCLS BOARD MEETING MINUTES 4/18/2022**

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

#### **Solicitations Guidelines Drafted**

Jairee Counterman has been working with each of the member libraries to review the guidelines for fundraising solicitation. A draft version will be reviewed next week and a recommendation will likely be made to the Board in May to remove the old guidelines from the Policy Manual.

#### **CCLS Board Training Schedule**

CCLS Board Training will be held Wednesday, May 11 as an online training. CCLS finance committee members and member library boards are also welcome to attend. Once the time is determined, Jennifer will send out a meeting invite.

This training will cover topics such governance and organization of libraries in Pennsylvania and Cumberland County; the role of the library board member, library director, library system executive director and library system board; key Cumberland County Library System Policies; and the CCLS Budget.

#### **Purchases for ARP-LSTA Enhancing Technology Access Grants Made**

The Library System initiated group purchasing for AWE Early Literacy Workstations and spine label printers as requested for ARP-LSTA conditional grants.