

**Cumberland County Library System
Board of Trustees Monthly Meeting Minutes
June 20, 2022**

MEMBERS PRESENT

Jim Hutcheson, Linda Ries, Judy Souleret, Brian Robertson, Maggie Pepe, John McCrea

MEMBERS ABSENT

William Gould

OTHERS PRESENT

Carolyn Blatchley (Executive Director), Jennifer Martek (Administrative Assistant), Sue Erdman (Simpson Director), Jessica Miller (Fredricksen Director), Jeff Swope (Bosler Director), Vince DiFilippo (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 3:58pm.

MINUTES & TREASURER'S REPORT

1. PREVIOUS MINUTES

The Library System Board unanimously approved the May 16, 2022 Board meeting minutes.

2. TREASURER'S REPORTS (CAROLYN BLATCHLEY FOR WILLIAM GOULD)

The following pre-audit financial statements were reviewed:

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

Linda commented that we are now halfway through the year, and asked if the library system is on track with the budget. Carolyn confirmed that it is.

The Library System Board unanimously approved the May 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 It has been archived and will be available on the library system intranet.

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

Carolyn reported that she is now working on the budget for the County. This is a fairly simple process and outlines how county money will be spent, most of which is distributed to the libraries. As part of this process, Carolyn asked the Board to review the strategic plan, specifically possible projects related to the goals. The strategic plan is available on the CCLS website: https://www.cumberlandcountylibraries.org/SYHQ_Strategic_Plan

NEW BUSINESS

2. COUNTY ARP GRANT

Carolyn shared that the application process is still in progress. Applications can be submitted through July 1st.

3. BOARD MEETING SCHEDULE

Judy Souleret asked if the Board would want to consider not meeting every month during the summer and/or December.

Carolyn shared that the Bylaws state "The CCLS Board shall meet on the third Monday of each month." To have a schedule which regularly meets less than 12 months of the year, it would require a change of the Bylaws. It is always acceptable to cancel a meeting, with advance notice.

Maggie commented that if the Board decides to amend the Bylaws, the section about calling special meetings might also be changed to make the process easier.

Simpson meets seven times per year, plus one Board retreat. Fredricksen meets basically every other month. Simpson and New Cumberland skip July and December. John Graham skips December. Bosler meets every month (Feb. and July will be Strategic Planning meetings.)

Carolyn and Linda will meet to review the history of board activity and develop a proposed schedule for presentation at the next Board meeting. The Bylaws may be amended with 30 days public notice.

OLD BUSINESS

4. (none)

UPDATES

5. NEWS FROM VISITORS

News from Cumberland County and member libraries was shared.

6. EXECUTIVE SESSION

The board went into executive session at 5:00 to discuss personnel matters. No action was

taken. The board came out of executive session at 5:20 and the meeting was adjourned.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:20pm. **The next meeting of the Cumberland County Library System will be held on Monday, July 18 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

CCLS Board Meetings (4:00pm, 3rd Monday monthly)	CCLS Finance Committee (4:00pm, Mondays, as needed)
<ul style="list-style-type: none">• 7/18/2022• 8/15/2022• 9/19/2022• 10/17/2022• 11/21/2022• 12/19/2022	<ul style="list-style-type: none">• 8/8/2022• 10/10/2022

ADDENDUM TO THE CCLS BOARD MEETING MINUTES 6/20/2022

Executive Director Report Highlights:

ARP-LSTA Grants Budget Revisions Approved; First Invoices sent to Commonwealth

David Willinger delivered and installed AWE Early Literacy Workstations at Coy and John Graham libraries. The Library System paid for the spine label printers, and we are beginning to work with a new spine label size to reduce cost and increase availability. Additional purchases are being made and monitored, and the Library System sent in our first set of reimbursements. To date, \$53,967.97 of the \$79,006.00 has been expended.

Formula Analysis by Library Directors

The member library directors are examining the funding formula, and effects that the pandemic and water-related shut-down of John Graham Public Library may have had both positively and negatively on the distributions for the 2023 funding year. Carolyn presented four scenarios, which have now been modified with 5th scenario added. If member library directors vote with a 2/3 majority and solid reasoning to see a modification of numbers used, Carolyn will make that recommendation to the CCLS Finance Committee in August. If that committee agrees, it will be presented to the CCLS Board in August.

Commonwealth Libraries Trainings for Boards

Commonwealth Libraries is sponsoring several high quality, live online workshops for library directors and library board members. Please consider attending one or more of these:

- Tues., June 21 9am – 11 am [Board Governance 101](#)
- Thurs., June 30 9am – 11 am [Board Deep Dive: “Help! We Need a Library Director!”](#)
- Tues., Aug. 2 5:30pm – 7 pm [Board Deep Dive: Recruiting New & Diverse Members](#)