

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
December 17, 2007**

Call to Order

The regular meeting of the CCLS Board was called to order by President William Gould at 4:00 p.m. in the meeting room of the Cumberland County Library System, Carlisle.

Members Present: Nancy Besch, Bill Gould, Jim Smith, Elizabeth Stone and Judy Yaw.

Others Present: Nan Cavanaugh, Jonelle Darr, Susan Sanders, Linda Rice and Denise White.

Minutes & Treasurer's Report

Previous Minutes

It was noted that Cassandra Pepinsky's name was not listed as having an expiring term. This should have been included from the minutes under "System Board Nominations Needed". After this correction, the minutes from the November 19, 2007 board meeting were approved as amended.

Treasurer's Report

The Library System Board unanimously moved to file the November 2007 Treasurer's Report for audit. Jonelle Darr noted that in November, CCLS received the \$10,000 Legislative Initiative Grant from Senator Pat Vance. The funds will be carried over into next year. This also has been adjusted on the 2008 proposed CCLS Budget (see below).

Reports

Executive Director's Report

Learning and Innovation

Leadership Development: Jonelle Darr has been selected by the Public Library Association (PLA) to attend a Leadership Institute on Tuesday, March 25, 2008 in Minneapolis, Minnesota. As part of the Public Library Association's (PLA) annual conference, PLA is offering a daylong Leadership Institute at 3M's Innovation Center. Participants will learn how to deal with change and its challenges.

Financial Management

Resource Acquisition

E-Rate Program Application Submitted: The library system's annual e-rate application for funding year 2008-2009 has been submitted.

Gates Foundation Grant Applications: Bosler, John Graham, New Cumberland, and Shippensburg libraries have agreed to continue with the Bill and Melinda Gates Foundation Opportunity Online grants application process. Fredricksen and East Pennsboro have decided not to apply for grants. Simpson and Amelia Givin were ineligible for the grant program.

Strategic Development Fund: As directed by the library system board, the library system's strategic development funds (\$1,075,000) were invested in a collateralized 2-year certificate of deposit with Integrity Bank.

Resource Management: The system director and Nancy Besch will be meeting with facilitator Gerry Gorelick on December 19th to develop a schedule and process for reviewing the system's formula.

Processes and Evaluation

Service Evaluation & Improvements

Debt Collect Services: CCLS's 90-day trial period with Unique Management has ended. Representatives from each member library have met and the group was favorably impressed with the results. Fredricksen Library, with the largest number of accounts, is working with Bosler to see if it can adjust and moderate its workload some. Thus, CCLS has agreed to continue using the service. The group will meet again in February to continue its evaluation of the service. See chart below.

| Library | Activation % | Cash Recovery | Material Recovery | Amount Waived | # of Accounts Submitted | |
|----------------|--------------|---------------------------------|-------------------|-----------------|-------------------------|--|
| Amelia Givin | 26.67% | \$126.33 | \$111.73 | \$0.00 | 15 | |
| Bosler | 31.17% | \$955.73 | \$521.47 | \$0.00 | 92 | |
| Fredricksen | 39.42% | \$2,112.97 | \$656.69 | \$29.25 | 151 | |
| John Graham | 20.00% | \$39.50 | \$0.00 | \$0.00 | 6 | |
| Simpson | 30.65% | \$520.34 | \$355.75 | \$68.60 | 70 | |
| New Cumberland | 50.00% | \$624.88 | \$0.00 | \$26.75 | 26 | |
| Shippensburg | 29.41% | \$244.18 | \$219.98 | \$45.95 | 37 | |
| TOTALS | | \$4,623.93 | \$1,865.62 | \$170.55 | 397 | Number of Accounts |
| | | Cash + Material Recovery | \$6,489.55 | | \$3,553.15 | # of Accounts Submitted X \$8.95 Unique fee per acct. |

Library System Service Statistics

A summary of the administrative office's November service statistics were distributed for review.

The system board also reviewed the 3rd Quarterly Statistical Report. Circulation increased significantly during this quarter (8%). Incorrect numbers were observed in the "Registrations by Municipality" chart. The charts will be reviewed and corrected.

Library System Board Planning Calendar

A new 2008 Board Planning Calendar was distributed. In the future, rather than print out revised versions of the entire document each month, only addendums will be distributed. A current copy of the calendar can always be viewed on the library system's website "Board" (www.ccpa.net/ls/board).

Unfinished Business

2008-2012 System Long-Range Plan

The board received copies of a final long-range plan draft with board meeting materials. At the meeting, Mrs. Darr distributed new pages 23 and 29 that had slight revisions to the wording that offered more clarity. **After reviewing the document and the distributed revisions, the system board unanimously approved the Cumberland County Library System's 2008-2012 Long-Range Plan.** Current copies of the final document are available on the library system's website at www.ccpa.net/ls/plan.

2007/2008 System Priorities Charts

Mrs. Darr distributed two charts that reviewed system priorities and activities for 2007 and possible priorities and activities for 2008. Mrs. Darr said that the 2007 chart had been reviewed and agreed upon regularly by member library directors at their monthly meetings. The 2008 chart is a working draft that has also had significant input from member library directors and management staff.

On the 2008 document, Mrs. Darr said that the goals and objectives that are listed in boldface were already submitted to the County Commissioners earlier in the summer as priorities for 2008. She commented that the goals submitted to the Commissioners (the ones in boldface) had also been reviewed and agreed upon by member library directors before they were submitted.

All of the other possible activities on the 2008 priorities chart are still under discussion and will be finalized at the January directors' meeting. **The library system board asked that this document be reviewed and discussed more at the January board meeting.** Mrs. Darr suggested that following that discussion, the document could be shared with member library boards so that they have a better understanding of system activities.

Proposed 2008 System Budget

Mrs. Darr reviewed four changes to the budget as proposed in November 2007:

1. Legislative Initiative Grant has been received this year. Funds will be carried over into next year's budget.
2. An increase to Advertising for the Yellow Pages.
3. A slight increase in Continuing Education
4. An increase in Health Benefits Insurance Reimbursements for member libraries

The library system has learned that it will receive approximately \$1,400 in reimbursement from PP&L for overcharge in state taxes. According to the Central Pennsylvania Energy Consortium, these costs were bundled within the local rates and should not have been charged.

A 2008 Proposed Expenditures by Budget Category Narrative was briefly reviewed.

Mrs. Darr also reported that in the proposed budget, CCLS is slated to replace 52 public research computers. These computers are used by the public to search the catalog and reference databases. This replacement is budgeted for \$62,000. However, as a result of the administrative office's computer staff attendance at a recent SirsiDynix user conference, a less expensive alternative has been discovered and is now being tested. If this solution works, the library system could save as much as \$30,000. If it is

determined that the less expensive alternative is possible, Mrs. Darr will return to the board for possible action on spending the savings in a different way. For example, distributing to the member libraries, investing in other library services, etc.

After discussion, the system board approved the library system's 2008 proposed budget dated December 17, 2007 by a vote of 4 in favor with 1 abstention. (Mrs. Besch noted that she does not disagree with the budget, but that she must abstain since the Fredricksen board meeting was postponed due to bad weather. The Fredricksen board did not have an opportunity to direct her in how to vote.)

Nominations for the 2008-2010 System Board

The following nominations were submitted to the County Commissioners on behalf of the member libraries:

- William Gould (Shippensburg)
- Elizabeth Stone (New Cumberland)
- Linda Basler (alternate, Shippensburg)
- Jeff Wood (alternate, Bosler)

Fredricksen Library must still make a nomination for its open alternate seat.

Advocacy Committee Report

Advocacy Committee nominations are still needed from Amelia Givin and Bosler Memorial Board and Friends groups. A nomination is also still needed from the Shippensburg Library Board.

New Business

Integrity Bank Cash Management Services

As part of evaluating where to invest the library system's strategic development funds, Integrity Bank provided a cash management services proposal for CCLS's operating accounts.

Integrity's proposal projects that CCLS would earn \$4516.80 more annually. Specifically, the operating account would be placed in a collateralized government investment account. The account would be collateralized to 102% with a letter of credit issued directly to the system by the Federal Home Loan Bank of Pittsburgh.

The account is an interest bearing checking account with no fees. The interest rate would be based on the 91-day Treasury bill, plus .40 basis points with no interest threshold or ceiling. Like Commerce, the account would earn 100% of the ledger balance from the day of deposit. All the other terms are similar to Commerce Bank, but Integrity has the added advantage of allowing CCLS to make electronic deposits from our office via an 'Express Banker' system. Thus, staff time will be saved, and CCLS will earn interest more quickly.

Currently, Commerce is offering the library system the 91-day Treasury bill, plus .25 basis points with a threshold of 4.25% and a ceiling threshold of 5.25% without an 'Express Banker' service. Commerce charges a fee for its express banker service, but it is willing to discuss CCLS's use of it at a reduced rate.

When Integrity Bank was asked if they could also provide an interest threshold, they indicated that they could provide a threshold of 4.25%, no ceiling, plus .25 basis points on the 91-day Treasury bill. In addition, the Express Banker service would be provided at no charge.

Judy Yaw indicated that in today's environment the 4.25% threshold was very important. She requested more time to review the proposal. She also asked how long Integrity's proposal would remain in effect. In addition, the board felt that the Finance Committee should be asked its opinion of the offer before making any decision.

Since Integrity was willing to extend its offer through the end of January, the board agreed to table action until January when more research was available.

2008 CCLS Travel Reimbursement:

The system board agreed that effective January 1, 2008 that the library system reimburse employees for business-related travel at whatever the Internal Revenue Service establishes as its national mileage reimbursement rate.

2007 Audit:

The system board unanimously approved engaging with Greenawalt & Company to perform the library system's audit at a cost of \$6,070.

Video and DVD fines:

A letter from library customer Brian Ober (Mechanicsburg, PA) was reviewed. He objects to the system's \$2 video recording fines and proposes other alternatives. The board asked that the library directors review the letter in January and provide their recommendations.

News from Member Libraries

News from member libraries was shared.

Recognition of Visitors & Visitors Concerns

There were no visitors.

Adjournment

The next meeting of the Cumberland County Library System will be held on Monday, January 28, 2008 at the Cumberland County Library System administrative office at 4:00 p.m.