Cumberland County Library System Board of Trustees Monthly Meeting Minutes

November 20, 2006

Call to Order

The regular meeting of the CCLS Board was called to order by Vice-President Nancy Besch at 4:10 p.m. in the meeting room of the Cumberland County Library System, Carlisle.

Members Present

Nancy Besch, William Gould, Jane Graham, James Smith, and Elizabeth Stone.

Others Present

Nan Cavenaugh, Jonelle Darr, Sue Erdman, Darlene Ford, Carrie Haverman, Linda Rice, Susan Sanders and Denise White

Previous Minutes

The Library System Board minutes for October 16, 2006 were approved as submitted.

Treasurer's Report

The Library System Board unanimously accepted the October 2006 Treasurer's Report as presented.

Executive Director's Report

Finance Management, Support & Cost-Effectiveness

2007 Proposed Budget: The 2007 proposed budget and proposed expenditures by budget category was presented. Action will take place at the December board meeting.

Library Service

Debt Collect Services: After CCLS implements the new Telephone Circulation Service, CCSL will be ready to begin using the Debt Collect software (Unique Management) in January 2007. To begin using Unique Management's services, each library must sign a contract agreement that will provide each library with collection agency services for long overdue materials. A revised contract was distributed that included a statement by Steve Tiley on indemnification. Each member library board must sign the contract and return to Jonelle Darr by December. Jonelle Darr will forward all signed agreements to Unique Management.

Circulation Service Policy Changes: In preparation for the implementation of the Debt Collection services, the system board unanimously agreed to the following Circulation Service Policy changes:

1. Increase the book fine rate to \$.25 and keep the \$2.00 fine rate at the same level;

- 2. Decrease the balance due level for suspending customer'[s borrowing privileges from \$10 to \$5 or more in accumulated fines, fees or outstanding charges; and
- 3. Established a Long Overdue Account Policy that shall read "Card holders may be referred to a collection agency two months after the account is overdue if their account has accumulated \$75 or more in fines, fees or outstanding materials and if payment arrangements have not been made with the billing library. A \$10 long overdue account fee will be charged to the card holder."

Policy changes will take effect on January 15, 2007.

Staff Recruitment, Training and Retention

Staff Development Day: The Library System and its member libraries closed for business on Wednesday, October 25, 2006 for a count wide Staff Development Day. One hundred twenty-seven staff members attended.

Information Technology Services

Wide Area Network Evaluation: Elert Associates has presented two report drafts for CCLS to review. Elert is waiting for pricing information from a few vendors. The report should be completed by the end of November.

Downloadable Audio Books: eAudiobooks are now available for public use. CCLS received publicity from WHP TV 27, WITF, and the Sentinel.

System Development & Collaboration

County Strategic Planning: As part of the county's 2007 budget planning process, CCLS submitted a document that lists two goals from the library system's 2007 goals and performance measures.

- 1. Goal 1: Goal 1: Ensure Cost Effective County Services (listed under Efficient and Effective Government focus area)
- 2. Goal 2: Create a System of Services Responsive to Shifting Needs (listed under Safe and Healthy Communities focus area)

The document included 18 measurable goals and 20 performance measures.

LSTA Five-Year Plan Development: The system board unanimously approved the 26 people on the Leadership Interview list. Interviews will be completed by the end of the year. Telephone surveys will be conducted soon and board and staff surveys will be finalized in December.

Public Relations & Advocacy

Legislative Breakfast: CCLS's 15th annual Legislative Breakfast was a success. Fiftyeight people attended that also included two County Commissioners.

Library Tour: Thirteen people participated in the western Cumberland County library tour. Each person indicated that they enjoyed the day and found it very worthwhile.

District Center Report

District plans to purchase two online databases: Heritage Quest and Morningstar. Both databases may be used remotely in libraries. Training will be held on December 8, 2006 on teen services. Excel workshops will be held December 18th, 19th, and 20th. A training workshop is being planned in March for Trustees and Directors on fundraising. Additional information will be forthcoming.

Unfinished Business

Slate for 2006 Officers: The following slate for 2007 officers was accepted by the system board and will be voted at the December 2006 meeting:

• President: Bill Gould

• Vice-President: Nancy George

• Treasurer: Nancy Besch

Nominations Needed: The following Library System Board nominations (terms to expire, December 31, 2009) will be sent to the county commissioners for review:

- Nancy Besch
- Nancy George
- Jane Graham
- Margaret Kortze
- Richard Henseler
- Sandy Pepinsky

Foundation Board Nominations: Foundation Board nominations are due by the end of January 2007.

News from Member Libraries

News from member libraries was shared.

Adjournment

The meeting was adjourned at 5:25 p.m. The next meeting of the Cumberland County Library System will be held on Monday, December 18, 2006 at the Cumberland County Library System administrative office at 4:00 p.m.