

**CUMBERLAND COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
MONTHLY MEETING MINUTES
*February 27, 2006***

Call to Order

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

Members Present

Nancy Besch, Nancy George, William Gould, Margaret Kortze, Jane Graham, James A. Smith, and Elizabeth Stone.

Others Present

Bruce Darkes (alternate, chair of Finance Subcommittee), Jonelle Darr, Sue Erdman, Darlene Ford, Carrie Haverman, Linda Rice, Susan Sanders, Cindy Thompson, and Denise White.

Previous Minutes

The Library System Board meeting minutes for January 23, 2006 were approved as submitted.

Treasurer's Report

The System Board unanimously accepted the January 2006 Treasurer's Report as presented. The system board will receive a 13th-month Treasurer's Report at its April meeting reflecting final 2005 year-end adjustments. Once adjustments have been made, the monthly treasurer's report will provide a more accurate picture of the system's finances. The system's audit should also be complete by the system board's April meeting.

Executive Director's Report

Information Technology Services

Email Customer Notices: While testing the email notice service, problems were discovered. Testing will be continued through early March. CCLS plans to launch this service sometime in March.

Telephone Messaging Service: Four new telephone lines were installed for the telephone messaging service. CCLS is beginning to configure the server software.

Staff Recruitment, Training & Retention

In-Service Day Planned: Planning for CCLS's annual countywide in-service day for staff has started. The topic will likely be safety in the library. While the dates for speakers have not been confirmed, it will probably occur on Wednesday, October 25, 2006.

Library Services

One Book, Every Child: During the first week of April (National Library Week), Commonwealth Libraries launches an annual statewide One Book program called *One Book, Every Young Child*.

The state's first featured book is *Inside Mouse, Outside Mouse* by Lindsay Barrett George. Written for children, the state plans to:

1. Increase awareness among parents and the early care and education community of the need for good practices that promote early literacy development.
2. Reach children more at risk because of poverty or other risk factors.
3. Increase the ability of agencies to respond to early literacy needs statewide through collaboration.

Each Cumberland County public library has received several copies of the book from the state. Most have also purchased additional copies at greatly reduced prices to give to children. The author, Lindsay Barrett George, will make appearances throughout the state. She will present programs at two CCLS libraries on April 4, 2006 (Simpson at 4 pm and Bosler at 7 pm). During April, all CCLS libraries plan to feature the book in story time programs. For more information, visit the Pennsylvania One Book web site: www.paonebook.org.

One Book, One Community: The *One Book, One Community* has expanded from a six to an eight county program. The title will no longer be kept a secret. The 2006 title is *The Kite Runner* by Khaled Hosseini. The library system received a \$1,500 donated gift from McInroy-Scheaffer. The gift will be used towards the purchase of books for the *One Book, One Community* program. The timeline of the program will remain the same. The committee is working on having the author appear locally. The 2007 Selection Committee will be convening under the leadership of Nan Cavanaugh early next month. One new addition to the committee this year is County Chief Operations Officer John Byrne.

2006 Summer Reading Program: Planning for the library system's Summer Reading Program is well underway. This year's theme is "Paws, Claws, Scales, and Tales." This theme is also being used nationally to maximize marketing efforts by libraries. The library system has engaged 'Beastmaster Bill' to perform for the children with an assortment of snakes and other wild beasts at a cost of \$2,700.

LSTA Grants Funded: Commonwealth Libraries has notified CCLS that its two Library Services and Technology Act grant applications were approved.

Bosler Memorial Library will receive \$20,000 to improve its collection of 'how-to' materials for adults. This grant application was prepared by Sara Franing and Linda Rice.

The Library System will receive \$40,000 for long-range planning consulting services. The planning grant's goals are to:

1. Determine and prioritize county residents' library service needs, including both existing services and those that the Library System does not currently offer.

Methodologies will include surveys, focus groups and interviews of both library customers and non-users.

2. Identify target audiences who are un-served or under-served by the Library System, especially examining at-risk individuals and families (low income, lack of health care, illiterate, etc.) and prioritize those services and marketing strategies that will encourage library use.
3. Identify community agencies or organizations that share similar service goals for the development of strategic service partnerships.
4. Create a five-year long-range plan for library services, strategic partnerships and the marketing of those services to residents in Cumberland County.
5. Design an ongoing planning model that can be used to implement CCLS's five-year plan and to help member libraries develop local plans that support the Library System's long-range goals.
6. Finally, identify and recommend internal funding strategies for distribution of County Tax and state Public Library Subsidy funds that will prioritize and support CCLS's long-range library service goals.

Grant funding is expected to begin in late spring 2006. Projects will probably need to be complete by May 2007. ***The system board unanimously accepted both LSTA grants.***

Legislative Initiative Grant: The contract process for Senator Vance's \$20,000 legislative initiative grant to the library system for books-on-CD has been delayed due to an address mix-up in the Department of Community and Economic Development's computer system. The problem should be fixed now; and the library system expects to have executed contracts by May 2007. ***The library system board approved the funding distribution for the money, based on the 2006 distribution formula:***

Library	Amount
Amelia	\$1,396
Bosler	\$4,068
Fredricksen	\$6,223
John Graham	\$854
Simpson	\$3,563
New Cumberland	\$2,254
Shippensburg	\$1,642

Tri-County OIC Funding Ends

Jeff Woodyard, Executive Director of the Tri-County OIC, notified CCLS that funding for CCLS's \$10,000 grant from the PA Family Literacy Summer Reading Program grant has been discontinued by the state. The state has had to use this money to fund federal cuts to the Even Start program. Thus, funding that member libraries have relied upon for the past five years for summer reading program incentives and educational programs will not be available in this year's budget. At its peak, the grant program

provided CCLS with \$15,000 in support of the summer reading program. For the past two years, the program yielded \$10,000 annually.

System Development & Cooperation

Pinnacle Health: Linda Rice (Bosler), Barbara Tosiano (Fredricksen) and Jonelle Darr met with representatives from the Dauphin County Library System and Pinnacle Health medical libraries to discuss expanding CCLS's *Prescription for Information* service beyond the Carlisle Regional Medical Center and Holy Spirit Hospital. Pinnacle Health was interested and impressed by the service. Plans are to move forward with sharing and marketing this brand.

Public Relations & Advocacy

State Budget

Governor Rendell's proposed 2006-2007 budget calls for \$75.5 million in funding for the Public Library Subsidy program. If approved by the Pennsylvania legislature, this would represent an increase of \$14.1 million over the current funding, a 23% boost. This returns library funding to slightly higher than the level that was cut in 2003 (\$200,000 more).

However, the Governor's proposed budget will not be taking the normal path of previous years. Normally, the legislature introduces the Governor's budget and begins working with it as a starting point. The Republican-controlled General Assembly will not be doing this. The House has already announced it will be introducing the *current year budget* as the starting document. Thus, to help secure this funding, library service advocates must do two things.

First, shower the Governor with praise. Thank him for his support for public libraries services. Library service advocates need to be certain that he stands up for libraries when negotiations begin.

Second, library service advocates need to convince our legislators that library services are worth investing \$75.5 million dollars.

Ms. Darr asked board members and library advocates to:

1. Send a personal letter or an email to the Governor thanking him for his proposed \$75.5 million budget for public libraries. For Cumberland County this appropriation would mean several things: the state aid formula could be used for the first time since 2003. This will result in there being matching dollars available as an incentive for local support. With Cumberland County's increased library tax, our match will be higher. Cumberland County citizens will receive better services, such as reference database services, more books and programs. Plus, rural counties like Perry, will receive a base level of support.
2. Send a personal letter or an email to your state legislator, telling him/her that you support the proposed budget for public library services. This investment in library services will allow the state aid formula to be used for the first time since 2003. This will result in there being matching dollars available as an incentive for local support. With Cumberland County's increased library tax, Cumberland County's match will be higher. Thus, Cumberland County citizens will receive better

services, such as reference database services, more books and children's programs. Plus, rural counties, like Perry, will receive a base level of support.

Finance Subcommittee Report: The system board reviewed the Foundation Bylaws and budget. *The system board amended the following:*

1. *The board agrees with Mr. Tiley's recommendation that the limitations of powers section should be included in the articles of incorporation.*
2. *In the Articles of Incorporation, consider stating that if the foundation dissolves that the assets would be returned to the Cumberland County Library System. If this is not possible due to the Internal Revenue Service's test for independence, leave the language as originally stated.*
3. *To including amendments to the bylaws information (Article VIII) included as part of the Articles of Incorporation.*
4. *The board suggests that there be a clear statement that proxy votes are not permitted added to section 3.14.*
5. *In section 3.3 (Initial term), the board suggested that the Executive Director of the library system not have sole responsibility for assigning initial board terms. That either the Executive Director makes a recommendation to the board, or that lots are drawn.*
6. *In section 3.10, the annual meeting of the board of directors of the corporation shall be held within the first quarter of the year.*

With the exception of the New Cumberland board meeting, Jonelle Darr will visit member library boards in March to discuss the proposal. Bruce Darkes will accompany her to the Fredricksen and Simpson board meetings. The final document will be voted on by the system board at its April 17, 2006 meeting.

The foundation bylaws and budget were also presented to Commissioner Eichelberger on February 27, 2006. One concern raised by Commissioner Eichelberger was that of the term for the county-appointed person. He agreed that it should run concurrently with the Board of Commissioners term, but suggested that a six month delay would allow more time for consideration of nominees. A formal presentation regarding the foundation and the system's request to use strategic development funds for its start-up will be made to the Board of Commissioners following the System Board's April 17, 2006 meeting.

District Center Report

Continuing Education: Work is underway for the planning of a multi-district workshop. Dates and topics for this workshop are still tentative. Discussion has been given to Pat Wagner or the Ivy Group for topics of marketing, surveying, and understanding community needs.

2006 Trustee Training Night: All Cumberland County public library trustees and library directors were encouraged to attend the Trustee Training Night on Thursday, March 30, 2006, 6:00 p.m. to 9:00 p.m. at the Comfort Suites Inn, Carlisle. Carrie Haverman and

Jonelle Darr will lead the workshop. To date, 8 registrations have been received.

Unfinished Business

Board Nominations: A nomination is still needed from the Amelia Givin Library for Robert Moser's unexpired term as an alternate.

2006 Trustee Institute: Board members were encouraged to attend the 20th Annual Trustee Institute on April 21 and 22 at the Holiday Inn Harrisburg-Hershey in Grantville. The institute is also open for Friends of the Library board members.

Personnel Action Update: The Adult Outreach Services Coordinator's position will be discussed at the county's salary board workshop on Thursday, March 2, 2006 and voted upon at the Salary Board meeting on March 6.

New Business

Bosler Library Building Study: Bosler Library has formed a Building Expansion committee. Chaired by Nancy George, Jonelle Darr is also a member. The group met for the first time on February 21, 2006 and will probably engage Himmel and Wilson to develop a building program study. The library system's administrative office will be a part of that study.

Adjournment

The meeting adjourned at 5:05 p.m. The next meeting of the Cumberland County Library System will be held Monday, March 20, 2006 at the Cumberland County Library System administrative office at 4:00 p.m.