

**CUMBERLAND COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
MONTHLY MEETING MINUTES
*December 12, 2005***

Call to Order

The regular meeting of the CCLS Board was called to order by President, Nancy George at 4:05 p.m. in the meeting room of the Cumberland County Library System.

Members Present

Debra Cox, Nancy George, William Gould, Jane Graham, James A. Smith and Elizabeth Stone.

Others Present

Jonelle Darr, Carrie Haverman, Linda Rice, Susan Sanders and Denise White.

Previous Minutes

The Library System Board meeting minutes for October 17, 2005 were approved as submitted.

Treasurer's Report

The System Board unanimously accepted the October and November 2005 Treasurer's Reports as presented.

Executive Director's Report

Information Technology Services

Email Customer Notices: Work continues on the implementation of email hold and overdue notices. By January, the library system expects to be able to send hold and overdue notices by email for those customers who request it. This will reduce printing and postage costs for libraries.

Finance

Audit, Request for Proposal: Eight firms received copies of the library system's proposal for auditing services that would be provided in 2006-2008. Only two firms replied: McKonly & Asbury and Greenawalt (CCLS's current accountant). As chair of the Finance Subcommittee, Bruce Darkes and Jonelle Darr reviewed the proposals. They recommend continuing with Greenawalt based on the lower annual cost and their reputation for conducting an extensive audit. ***The system board unanimously accepted the recommendation for Greenawalt & Company to conduct CCLS's annual audit for years 2006, 2007, and 2008.***

Finance Subcommittee: Due to snow, the Finance Subcommittee's meeting was postponed to January 11, 2006, 4:30 p.m. at the Cumberland County Library System's administrative office.

County Technology Grant: At the request of the Library System Board, Miss George sent a letter to Commissioner Eichelberger, with copies to Commissioners Barclay, Rovegno and the County's Chief Operations Officer, John Byrne, asking that the Commissioners reconsider their decision to eliminate the Technology Grant, and instead retain a line item in the general fund budget (if necessary, at a reduced amount).

The letter stated several reasons supporting the request. The Technology grant recognizes the role that the Library System plays in:

1. Helping County government achieve one of its core functions: access to public information.
2. Improving the County's quality of life, not only for County government employees and agencies, but all residents in Cumberland County.
3. Finally, it reinforces the leadership role County government plays in funding and supporting library services, serving as a model for local municipal governments to follow.

The letter concluded by thanking the Commissioners for their reconsideration; and stated that the board looked forward to discussing this matter with Commissioner Eichelberger.

As of the beginning of December, no response had been received. On Tuesday, December 6, 2006, Ms. Darr contacted Chief Operations Officer John Byrne and asked if the Commissioners planned to formally reply to the Library System Board's request for reconsideration. John replied that the county's preliminary budget had been released, and that it did not include the Technology Grant. Mr. Byrne said that he would check with the Commissioners to see if a formal reply would be forthcoming. Final adoption of the budget is tentatively scheduled for Thursday, December 19, 2006.

After discussing the issue further, the library system board agreed that no further action would be taken at this time. The board also agreed to regularly update the County Commissioners about library services on a quarterly basis during the Commissioners' weekly meetings.

Fourth to Third Class County: During County Chief Operations Officer John Byrne's library system orientation, Commissioner Eichelberger mentioned that the County may soon be moving from fourth to third class. Following that meeting, Mr. Byrne requested additional information regarding the impact that this move would have on the library system. The following information was provided:

The Cumberland County Library System would lose 40% of its State County Coordination aid. Currently, CCLS anticipates receiving \$413,525 in State County Coordination Aid in 2006. If Cumberland County became a third class county, the library system would lose \$248,115.

State County Coordination funds are used to fund services that the library system's administrative office provides for its member libraries and the public. These services currently include:

- *The countywide computer network;*
- *Materials acquisitions, cataloging and processing services;*
- *Delivery services to libraries;*
- *Subsidies for member libraries health insurance benefits;*
- *Reference databases; and*
- *Rental costs for office space.*

Obviously, if CCLS lost these state aid funds without having a replacement revenue source, library services would be significantly jeopardized in the County.

Mr. Byrne stated that he does "not anticipate that any actions will be taken by the Commissioners at this time."

2006 CCLS Budget: After review and discussion of the budget, ***the system board unanimously adopted the 2006 CCLS budget.*** It was noted that the budget included funding for the Adult Outreach Services Coordinator position as a full-time one.

Staff Recruitment, Training & Retention

Library Processing Clerk Position Open: An individual from the Newville area, Martha Calaman, was offered and accepted the position of Library Processing Clerk. However, about 10 days before she was to begin work, she then declined the position. Ms. Calaman found full-time employment with the Big Spring School District. The library system plans to advertise the position again. This is the third attempt at filling this position.

District Center Report

Ms. Haverman reported that out-of-state interlibrary loan services via OCLC have been re-instated and ILL procedures will be updated. The first order of materials for the district professional collection has been received. The last public library in the district that was not automated will soon be (Perry County). DCLS will migrate to the Horizon automated system at year end. Its facilities will be closed several days and then will re-open on January 4, 2006.

Unfinished Business

Personnel Action Update: The County Salary Board has postponed action on the library system's request to make the Adult Outreach Services Coordinator position a fulltime one. Commissioners Eichelberger and Barclay have requested additional information. Human Resources Director, Kathy Barley was also asked to review the request and respond via memo of her decision.

Nominations Needed: James A. Smith (Simpson); Bruce Darkes (Alternate, New Cumberland) and Joanna Reeder (Alternate, John Graham) are being re-nominated. A representative and alternate from the Amelia Givin Library have not been confirmed.

Slate for 2006 Officers: The following slate for 2006 officers will be voted at the January 2006 meeting:

- President: Nancy George
- Vice-President: Nancy Besch
- Treasurer: Elizabeth Stone

New Business

Trustee Training in 2006: A committee was formed to develop library trustee training. Members include: Elizabeth Stone, Darlene Ford, Sue Erdman, Jonelle Darr and Carrie Haverman.

2006 Meeting Dates: The Cumberland County Library System Board will meet at 4:00 pm at the Library System's Administrative Offices on the following dates:

- January 23, 2006
- February 27, 2006
- March 20, 2006
- April 17, 2006
- May 15, 2006
- June 19, 2006
- July 17, 2006
- August 21, 2006
- September 18, 2006
- October 16, 2006
- November 20, 2006
- December 18, 2006

Adjournment

The meeting adjourned at 5:20 p.m. The next meeting of the Cumberland County Library System will be held Monday, January 23, 2006 at the Cumberland County Library System administrative office.