

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
April 19, 2010**

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 George, William Gould, Jane Graham, Alicia Stine, Elizabeth Stone, Kevin Stoner and Marcey Whiteside.

Others Present

Nan Cavanaugh, Carrie Haverman, Jonelle Darr, Sue Erdman, Dennis Marion, Linda Rice, and Denise White.

MINUTES & TREASURER'S REPORT

Previous Minutes

The next meeting of the board should have read April 19, 2010 rather than March 15, 2010. ***After this correction was noted, the minutes of the March 15, 2010 board meeting were approved as amended.***

Treasurer's Report

The Library System Board unanimously moved to file the March 2010 Treasurer's Report for audit.

The Board Treasurer reviewed and initialed March's bank statements, cancelled check records and reconciliation reports for the system's general, Money Market and LSTA accounts. The executive director's expense reimbursement request for April 2010 was also reviewed and a check signed.

REPORTS

Learning and Innovation

Leadership Development

Trustee Orientation

This year 16 trustees and 4 directors attended the system's annual orientation. Fourteen evaluations were received. All 14 reported that they had a better understanding of system level services and policies; only 11 said that they had a better understanding of system finances (2 were unsure).

Several attendees expressed interest in the system scheduling another system-wide tour for member library board members. The last time we did this was in 2007. Board members also expressed interest. Mrs. Darr will plan a spring and fall tour.

Staff Software Training

This year, the administrative office is replacing nearly all staff computers at member libraries. Staff computers have held up fairly well over the past five years, but failures have become more frequent over the past 6 months. Most staff members are looking forward to getting a new computer.

The system is deploying the computers in the reverse order that they were distributed five years ago, with Simpson being the first library, and Fredricksen being the last. Distribution will occur after staff members have received training for the new Windows 7 operating system and Microsoft Office 2007.

CCLS expects to complete training and new staff computer distribution by July.

Innovation

Commonwealth Libraries Forms Planning Regions

Commonwealth Libraries has divided the state into eight planning regions that follow district and system boundaries. The district and system administrators in each region have been asked to meet, identify their area's strengths and weaknesses, and develop a plan that will meet regional needs.

Our region is designated as the Capital Region and will include the districts and systems in Adams, Cumberland, Dauphin, Franklin, Fulton, Lancaster, Lebanon, and York counties. Our Commonwealth Libraries liaisons for this effort will be Connie Cardillo, B. J. Urling and Bonnie Young. The group's first meeting will be June 3 at the Martin Library in York.

Financial Management

Resource Acquisition

STAR Memorial Donations

As of April 7, 2010, CCLS's STAR program has received \$4220 in memorial gifts for David G. Fisher of Mechanicsburg PA. Mr. Fisher's family learned about STAR through Hospice services. Unfortunately, he passed away before he and his family were able to make use of them. His family named STAR as a beneficiary of memorial gifts along with the Alzheimer's Association.

State Budget Advocacy

In February, Governor Rendell proposed a 2% cut to the state's library support for 2011. This cut was passed by the state House of Representatives last week and is now waiting for state Senate action (HB2279).

If you haven't already done so, please contact your state legislator and the Governor. Ask them to:

1. **Restore Library Access with \$3 million**, including POWER Library (online reference databases) and the Statewide Library Card program. In Cumberland County, library members used 305,002 POWER Library journal and newspaper articles, books and references to answer their questions.

2. **Increase general library appropriations 5% to meet growing public demand.** Last year, visits to Cumberland County's libraries increased 5% from 2008 (more than 1.3 million visits) — and our computer use increased by 18% (more than 185,000 logins).

As a result of 2009-2010 state budget cuts, the Library System has lost \$860,000 in funds and state-subsidized services. CCLS has:

- Cut 2076 hours of service from its operating hours;
- Closed 3 libraries an entire day during the week. (East Pennsboro Branch on Wednesdays; Amelia Givin on Thursdays; and New Cumberland on Fridays); and
- Cut more than \$142,000 from its book budget — nearly 1/5th of its total budget.

In addition, the state's POWER Library reference databases have been cut drastically. This state-subsidized service helped job seekers learn new skills, adults find reliable, up-to-date medical information and students finish their homework.

Three LSTA Collection Development Grants Awarded

The library system will receive \$35,000 in federal collection development funds in 2010-2011:

- Bosler Library will receive \$10,000 to update its technology books.
- Fredricksen Library will receive \$15,000 to update its health collection
- Simpson Library will receive \$10,000 to update its business books.

Automation Planning Grant Not Awarded

The library system's application for a \$30,000 planning grant was not awarded. The notification letter stated that "while this was a strong application, Commonwealth Libraries is exploring ILS options as a statewide initiative rather than funding individual projects. We look forward to hearing of your interest in being a pilot in this initiative."

As a first step toward exploring whether CCLS should be a pilot site, our staff has contacted those who are serving on the statewide ILS task force. CCLS administrative office staff are now volunteering planning committee members.

Resource Management

Beatrice Kelley Estate

Libraries are using the funds for:

- Amelia (\$18,834): Building repairs and improvements
- Bosler (\$55,382): Building expansion. Funds also donated to system foundation.
- East Pennsboro (\$30,606): \$500 will be used to fund the branch's 25th anniversary celebration in October 2010. Remaining funds invested in the branch's future capital needs fund.
- Fredricksen (\$83,284): Funds used as part of the library's match (\$124,959) for two economic stimulus fund grants (\$296,445) to replace the library air conditioning compressor, install a solar hot water system, and install a new green energy-saving HVAC system on the main floor. Total project costs will be \$421,404.
- John Graham (\$11,204): Books for collection. A memorial plate will be placed in each book.

- New Cumberland (\$28,868): Recreational reading purchases. A memorial brick with Beatrice Kelley’s name on it was placed the library’s front walkway.
- Shippensburg (\$25,124): Building expansion. Funds also donated to system foundation.
- Simpson (\$52,768): Capital needs and/or expansion. Funds also donated to library system.

As a courtesy, Mrs. Darr will report these uses to the estate executor and the Mrs. Kelley’s nephew.

Resource Allocation

Foundation Board Activities

The CCLS Foundation is finally starting to get off the ground. Last year, the CCLSF obtained \$1563 in online giving support for member libraries. The foundation also obtained a \$5000 Verizon grant to support the 2010 summer reading program. This was a total of \$6563 in support in 2009.

In 2010, the Foundation has received:

CCLS Foundation January-March 2010	Amount	Notes
Online Donations to Member Libraries	\$ 135	Distributed to member libraries
CCLSF Board Support	\$ 1800	Board members & executive director
Educational Improvement Tax Credit (EITC)	\$ 2500	United Concordia; PPG
TOTAL to date	\$ 4435	

CCLSF also plans to:

- Apply for Verizon funds again,
- Renew its EITC approval for summer reading program support
- Submit a Pepsi Refresh grant application for 2011 Summer Reading Program campaign signs and children’s books.

Currently, the Foundation Board is finalizing a Development Plan, which includes a Gift Acceptance Policy. The Gift Acceptance Policy outlines how CCLSF will keep the system and its member libraries apprised of CCLSF solicitation activities. CCLSF plans obtain comments from member libraries, and adopt the final plan and policies at its May 25, 2010 meeting.

Customer Services

Core Library Services

STAR Service Changes

A STAR planning committee has met with Nan Cavanaugh and Mrs. Darr several times to develop recommendations for the future of STAR services. In finalizing its policy recommendations, the following recommendations were made:

1. Make the full-time position a part-time one. (This will allow us to free up funds for desperately-needed technology support.)

2. Focus on one-on-one service to individual homebound clients, rather than institutional deposit collections.
3. Institutional service to the county's Claremont Nursing Home and Rehabilitation Center and county senior centers will be continued.
4. Out of the remaining 50+ registered STAR sites, about 28 have active deposit collections. The services to these institutions will continue indefinitely at these sites until the volunteer resigns, the institution requests discontinuation, or the number of overdue or lost materials reaches unacceptable levels.
5. New institutional deposit collection requests will not be accepted.
6. Programming services for institutions will no longer be offered.

Mrs. Darr plans to submit a staff changing request to county commissioners by the end of April. The position is expected to be filled by June 2010.

Efficient, Cost-Effective Processes

Ritner Highway Building

The county is now working with architect Bob Cianfichi to draft initial plans for the Ritner Highway building office space. (Lee Scholl, Bob Cianfichi's partner, was the architect for CCLS's current facility.)

CCLS also learned that due to other more pressing county construction projects, its move to the Ritner Highway building will be delayed until 2012. At this point, this timing seems to fit with Bosler's construction schedule. If needed, we could move sooner; but this would require more of the construction work to be out sourced at a (probable) higher cost.

2010 SYSTEM PRIORITIES UPDATE

Reviewed the 2010 System Priorities.

UNFINISHED BUSINESS

York County

CCLS met with York County Library System regarding service to northern York County residents. York County was surprised by the number of people being served by our libraries. York County has more than 70 local municipalities and now has a county library tax. (The per capita tax amount that York County receives is less than Cumberland County's.) The current proposed plan is to:

- With York County's GIS department to determine where CCLS's York County users live.
- Add local municipalities to CCLS's York County library user records.
- Consider whether or not CCLS should charge out-of county and out-of-district residents for premium services such as requests/holds and interlibrary loans.

Pepsi Refresh Foundation Grant <http://www.refresheverything.com/>

A \$50,000 grant application will be submitted online at midnight on May 1, 2010. Voting will occur June 1-15, 2010. To receive votes, the system would need to rally the community for support for votes. If awarded, the funds would be used to support

the summer reading program, purchase of children and teen material, and library publicity. Of the \$50,000, \$15,000 will be used to promote reading and to purchase campaign signs. The project is expected to be completed within one year. If submission is successful, notification is expected in July.

Capital Area Library District Delivery Agreement

The Capital Area Library District delivery agreement has been tabled until the board receives clarification on the yearly 1/5 purchase price for a new van.

NEW BUSINESS

Library Service Advocacy

At the Trustee Institute, CCLS receive guidance on forming a Governmental/Community Affairs Committee. With Mrs. Cavanaugh retiring, this may be a good structure for CCLS to consider. Mrs. Darr also plans to talk with directors more about this at their April meeting and to bring a recommended plan to the system board.

Best Practices Award

The Simpson Library was awarded the Best Practices in Early Learning award for their "Getting Ready for Kindergarten" program. This was publicized in the latest edition of the PaLA Bulletin.

Hampden Township Presentation

Mrs. Darr will be making a presentation to the Hampden Commissioners on Thursday, April 29, 2010 at 7:00 p.m. Bonnie Goble and Fredricksen's representative, Tom Milano are unable to attend. Mr. Stoner said that he would be willing to attend with Mrs. Darr. Commissioner Gary Eichelberger is also expected to attend.

Pfizer, Inc.

As part of Mrs. Darr's work on the Pennsylvania Library Association's NextGen Library Advocacy Committee, PaLA is working with Pfizer, Inc. who is interested in creating a brochure about the library's role in supporting health and wellness literacy with a local library system. Mrs. Darr suggested that this may be a good tie-in with Fredricksen's LSTA collection development grant for consumer health materials. The brochure would be tested locally before statewide distribution. Costs would be sponsored by Pfizer, Inc.

Library News

News from member libraries was shared.

Adjournment to Executive Session

The meeting adjourned at 5:30 p.m. The next meeting of the Cumberland County Library System will be held on Monday, May 17, 2010 at the Cumberland County Library System's administrative office at 4:00 p.m.