

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
September 19, 2011**

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, Carlisle.

Members Present

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

Others Present

David Cubie, Jonelle Darr, Sue Erdman, Bonnie Goble, Linda Rice, and Denise White.

INTRODUCTIONS

David Cubie was introduced as the new director for the John Graham Library. All present welcomed Mr. Cubie.

MINUTES & TREASURER'S REPORT

Previous Minutes

The Library System Board unanimously approved the August 15, 2011 board meeting minutes.

Treasurer's Report

Mr. Stoner reviewed the Balance Sheet and Income and Expense statement for the month of August. *The Library System Board unanimously moved to file the August 2011 Treasurer's Report for audit.* The Board Treasurer reviewed and initialed August's bank statements, cancelled check records and reconciliation reports for the system's general, money market, and LSTA accounts.

REPORTS

Executive Director's Report

Mrs. Darr reported that an open house retirement celebration for SallyAnn Smith, Director of John Graham Library, was held on September 18 from 2 to 4 pm.

Learning and Innovation

Leadership Development

PaLA Distinguished Service Award

Mrs. Darr was notified by the Pennsylvania Library Association that she will receive the association's highest honor, the Distinguished Service Award, at the annual conference banquet to be held on Tuesday, October 4, 6:30 – 9:30 pm at The Penn Stater, State College. The board celebrated her honor with cake.

Innovation

Future Trends

Library directors, system management staff and CCLS's district library consultant held two meetings in August to discuss trends and possible future innovations in library services. The background reading for all of these discussions can be found on the Intranet at: <http://cumberlandcountylibraries.org/DocumentView.aspx?DID=2052>. In the coming months, Mrs. Darr plans to share a few of these articles with the system board each month.

Financial Management

Resource Acquisition

Budget Planning for 2012

Mrs. Darr met with Dana Best, Director of Finance for the County to review county library tax revenue trends. Ms. Best expects the library system to 'just make' the projected \$3,198,245 library tax revenue for the year. (Right now, CCLS is about \$135,000 short). Next year, library tax revenue is not expected to grow at all. Ms. Best is currently projecting \$3,204,756, or \$6511 more. After discussing this number with Ms. Best, Mrs. Darr reports that this may be an aggressively optimistic figure. Mrs. Darr plans to budget the same amount for 2012 as in 2011.

Mrs. Darr also reported that the county will be switching from Highmark to Capital Blue Cross. Medical health insurance costs are expected to increase 8% in 2012.

The Finance Committee will be meeting Monday, September 26, 2011 at 4:30 p.m.

Three LSTA Grant Proposals Submitted

CCLS submitted three LSTA grant proposals by the Friday, September 8, 2011 deadline:

1. \$5,000 to improve the East Pennsboro Branch and Cleve J. Fredricksen Library's business and finance collections, especially in the areas of small business, the workplace, job-seeking and personal financial management.
2. \$5,000 to improve the Bosler Memorial Library's books, audiobooks and videorecordings on economic development for its users.
3. \$50,000 to begin a multi-year phase-in of system wide radio frequency identification (RFID) technology beginning with the system's headquarters and reference resource center, Bosler Memorial Library in Carlisle. (Attachment D)

Mrs. Darr provided copies of the grant applications to board members and two articles that explained radio frequency identification technology in more depth:

- Smart, L. (2004). MAKING SENSE OF RFID. Library Journal, 1294
- Kieczykowski, E. (2009). THE CASE FOR RFID IN SAN BERNARDINO. Library Journal, 134(1), S8.

Customer Services

Core Library Services

Technical Services

Due to CCLS's move to temporary quarters, ordering of new materials will be suspended on October 13th, and will resume order on November 2. Due to this suspension, it is possible that CCLS may have difficulty meeting the required 12% collection development standard. If this happens, the system will request a waiver from Commonwealth Libraries. There is every expectation that this waiver will be granted without jeopardizing our state aid.

UNFINISHED BUSINESS

Comprise SmartPay Online System

After discussing the new online fee payment system with directors at their August meeting, member library directors are in agreement that the library system should charge a \$1.50 online processing fee to help recoup the cost of the system's maintenance fees. ***The system board unanimously approved a \$1.50 online processing fee for customers making online payments to help recover the cost of the system's maintenance fees.***

NEW BUSINESS

Move to Temporary Quarters

CCLS plans to pack up the office the last week in October and be open for business sometime during the week of October 31, 2011 at its temporary quarters, 1250 Ritner Highway. CCLS expects to be located there until June 2012. Fortunately, the computer server room is being relocated to its final space at 1601 Ritner Highway. The county maintenance department was able to construct and properly cool/heat the server room that is located in the building's loft area. This will significantly reduce our costs for the move, saving as much as \$75,000.

CCLS received several quotes from moving vendors, quotes for relocation of network connections, telephone systems and storage spaces. CCLS is also starting to receive bills for the renovation at 1601 Ritner Highway. Mrs. Darr requested permission from the board to use our Relocation Fund to pay for these expenses. ***The system board unanimously agreed to transfer funds from the Relocation Fund, and not to exceed the balance of the fund, to be made for move to temporary quarters at 1250 Ritner Highway and for renovations being made at 1601 Ritner Highway.***

Final Office Quarters

Mrs. Darr continues to work with John Lopp, County Maintenance Director, Dana Best, County Finance Director, and Dennis Marion on plans for CCLS's new building. Dana and Mrs. Darr plan to meet with Dennis Marion in late September with a plan for payments in lieu of rent for CCLS' portion of the new building. These payments will include an amortized amount for some of the purchase price and renovation costs for the building. Mrs. Darr also plans to work with the county solicitors' office to develop a lease agreement. The board asked to review budget plans for the move and renovation.

2012 County Coordination Plan

The system board unanimously approved the 2012 County Coordination Aid Plan.

Legislative Breakfast

The system's 20th annual legislative breakfast will be held on Friday, November 18, 2011 at the New Cumberland Library's Foundation Hall.

UPDATES

Library News

News from member libraries was shared.

Adjournment

The meeting adjourned at 4:50 pm.

The next meeting of the Cumberland County Library System will be held on Monday, October 17, 2011 at the Cumberland County Library System's administrative office at 4:00 p.m.