

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
August 20, 2012**

Call to Order

The regular meeting of the CCLS Board was called to order by President Nancy George at 4:00 pm in the meeting room of the Cumberland County Library System's new location at 1601 Ritner Highway, Suite 100 in Carlisle.

Members Present

Mary Brunski, Nancy George, William Gould, Jane Graham, Sue Simmons, Alicia Stine and Elizabeth Stone,

Others Present

Jonelle Darr, Gary Eichelberger, Carolyn Blatchley, Susan Sanders, Sue Erdman and Bonnie Goble

MINUTES & TREASURER'S REPORT

Previous Minutes

The Library System Board unanimously approved the May 21, 2012 board meeting minutes.

Treasurer's Report

The Treasurer was not present, but a paper report was presented including a Balance Sheet, Income & Expense Report, Current Cash report (as of July 31, 2012), A/R Aging Summary (as of July 31, 2012) and a register of payments from Orrstown Bank (July 1-31, 2012).

After review and discussion of items of special note, the ***Library System Board unanimously moved to file the July 2012 Treasurer's Report for audit.***

Items of special note:

- A correction will be made to the Summer Reading expense listed on page 4 (this should be a credit) which comes from line 4440 (Grants) for \$3,000.
- Line 5390 (Relocation and Renovation) expenses will increase approximately \$30,000 before the project is complete. Funds are available from the library system's unassigned balance to cover this cost.
- Line 5360 (Utilities) appears to be low because CCLS has not yet received the cumulative utility use bill from Dickenson College. In future reports, Heating Fuel will be a combination of the former Oil used at 19 S. West Street and Gas/Propane being used at 1601 Ritner Hwy.

Alicia Stine raised concern over the health of accounts at Orrstown Bank given recent management changes. Jonelle Darr said that the funds at Orrstown are collateralized under Act 72. In addition, Mr. Gould said that balance does not usually rise above the threshold for FDIC insured funds. In addition, Mrs. Darr said that Orrstown was the only bank to offer direct deposits from a scanner; thus saving significant amounts of staff time. She said that the library

system will continue to monitor its account there and the balance in it to ensure that CCLS is not at risk.

REPORTS

Executive Director's Report

Mrs. Darr reported that Bosler Memorial Library was closed August 6-13, 2012 in order to move from its old quarters to the newly completed South Wing.

Mrs. Darr asked Board members and guests to thank State Legislators for providing level funding for public libraries in the 2013 budget. Details and contact information are available on the Pennsylvania Library Association web site (palibraries.org – click on Take Action > Learn the State Issues.)

Mrs. Darr reported that CCLS' application for eRate funding was approved in the amount of \$80,033 for 2012-13.

In the area of computer services, Mrs. Darr asked Carolyn Blatchley to demonstrate the new NoveList services that are now included in the catalog. She also provided a report of Computer Services/Network problems from July 19, 2012.

This document gave background and updates on computer service interruptions (planned and unplanned) that happened during June and July of 2012. Problems stemmed from no single root cause, rather from aging equipment (Horizon server due for replacement next year), poor performance by our network provider (Level3; new contract bids being sought), the move of the Cumberland County Library System's administrative office and construction at Bosler Memorial Library.

Finance Committee Report

Mrs. Darr provided this report on behalf of Kevin Stoner. Meetings are planned for September, October and December to develop financial strategies for 2013. This includes discussion of allocations to libraries, and considering an allowance for bridge funding any library that experiences reduced programming and circulation due to construction closures.

Also, Jonelle Darr and Finance Committee members Kevin Stoner and Paul Fisher will meet one-on-one with each of the Cumberland County Commissioners in early September.

Foundation Board Report

Mrs. Darr referenced notes for the August 13 meeting in the agenda. In addition, she mentioned that ABC27 has donated \$100.

UNFINISHED BUSINESS

System Priorities – 2012 Mid-Year Update

Mrs. Darr reviewed the 2012 Mid-Year Update of the CCLS System Priorities document, containing objectives of the library system and target percentages for Key Performance Measures. Of special note are the following:

- Declines in circulation, visits and program attendance are likely due to construction and lack of parking at Bosler Library.

- There is a 14% increase in the number of Homebound currently being served, as well as volunteers who serve them.
- Items ordered are down due to decreases in acquisitions budgets.
- Items received are up because of an increase in donated items being added to the collection.
- Turn-around time for holds increased because of the Administrative Office move, which turn-around time for non-rush items decreased.
- Catalog searches show an increase. Ms. Darr also provided clarification on the comments made in Line 12. It should read that Catalog sessions increased slightly (3%), and catalog searches even more (11%).
- Computer and database usage declined. (Database use has shown a steady decline since the State cuts to POWER Library databases was enacted.)
- Ebook and eAudio circulations are up, but the usage numbers remain low due to the small size of the collection.
- Staff trainings are down due to the lack of training room facilities over the period of transition between 19 S. West and 1601 Ritner Highway.

Also of interest, two eBook articles were provided - one from the *New York Times* ("Dead Again"; 8/10/12) and another from *Christian Science Monitor* ("Gen Y: The Most Book-Loving Generation Alive?"; 8/15/12).

Integrated Library System Bid Update

Mrs. Darr informed the Board that the Dauphin County Library System is currently not considering a shared ILS project with Cumberland County Library System due to the uncertainty of operational funds for 2013.

NEW BUSINESS

Amend Exemptions from Fees Policy

The System Board unanimously approved changing the Exemptions from Overdue Fees policy to be an Exemption from Fees policy, and providing exemption from the Unclaimed Hold Pick-Up Fee for certain borrower types.

Borrower types affected are STAR homebound and deposit collection sites, Prison deposit collection sites, Interlibrary Loan libraries, Deposit School collections, and library staff, board and volunteers.

Approve Certification to Participate in POWER Library Program

The System Board unanimously approved re-certification of Cumberland County Library System's participation in POWER Library.

Initiate Executive Directors' Annual Evaluation

The Executive Committee was reminded that action must be taken on Ms. Darr's annual evaluation by the next board meeting. The Cumberland County Employee Performance Review form was provided for the Executive Committee to complete.

Discuss Email Correspondence with Todd Milano

An email was received from Todd Milano, Fredricksen Library board president, asking the Library System board to consider requesting an increase in County funding based on activities taking place in Dauphin County which may be raising awareness of the need for increased library funding. This letter was not part of official Fredricksen Library board communication, rather an individual opinion being expressed.

The board discussed this, and agreed that it is not a good time to ask for increased funding. This decision was praised by Commissioner Gary Eichelberger, who predicted such an increase would not be granted at this time due to the library system's reserve funds and other pressures on the County's general fund for 2013.

UPDATES

News from member libraries was shared.

ADJOURNMENT

The meeting adjourned a little after 5:00 pm, with most members touring the building following the meeting.

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