

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
October 15, 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, Carlisle.

Members Present

Nancy George, Jane Graham, Linda Ries, Sue Simmons, Alicia Stine, and Kevin Stoner.

Others Present

Carolyn Blatchley, Jonelle Darr, Bonnie Goble, Linda Rice, Susan Sanders, and Denise White.

MINUTES & TREASURER'S REPORT

Previous Minutes

The Library System Board unanimously approved the September 17, 2012 board meeting minutes.

Treasurer's Report

Mr. Stoner reviewed the Balance Sheet and Income and Expense statement for the month of September. Under Contributions and Donations, the library system received a check from the Beatrice Kelley Estate in the amount of \$3777. ***The System Board unanimously approved the distribution of unexpected Beatrice Kelley estate funds in the amount of \$3777 as they had been distributed in the past, with East Pennsboro receiving 10% from the total and the remainder distributed to member libraries via the distribution formula.***

After review and discussion, ***the Library System Board unanimously moved to file the September 2012 Treasurer's Report for audit.*** The Board Treasurer reviewed and initialed September's bank statements, cancelled check records and reconciliation reports for the system's general, money market, and LSTA accounts. The executive director's expense check for October 2012 was also reviewed and signed.

REPORTS

Executive Director's Report

Learning and Innovation

Leadership Development

Staff Development Day

Registration is now underway for the system's annual county wide staff development day on October 24, 2012 at the Fredricksen Library. Carolyn Blatchley and the Training Advisory Team have planned 19 educational sessions, of which participants may choose 5. So far, there are over 100 staff members attending the event.

Carolyn Blatchley received a certificate of merit for her work on PaLA's web site and social media technology. She most recently coordinated the association's conference exhibits and co-developed a mobile application for attendees.

Financial Management

Resource Allocation

2013 County Budget

Mrs. Darr reported that the county faces up to a \$9.8 million dollar gap between revenue and expenses in the 2013 budget. To narrow this gap, the county plans to take the following steps:

- There will be no cost of living increase for non-bargaining unit employees in 2012. Bargaining units will be asked to forego an equivalent amount.
- Employees will be frozen at their current step for a two-year period. Bargaining units again will be asked to forego the equivalent amount.
- Commissioners will return an equivalent portion of the annual adjustment established in the compensation ordinance for elected officials. Other elected officials will be asked to take similar action.
- Adjustments will be made in the County health insurance program affecting certain co-pays, deductibles and health savings account contributions in order to reduce a 14% increase in health insurance cost for 2012 to about 3%. (The County still faces the prospects of a 12% premium increase in 2014.)

2013 Member Library Technology Needs

Mrs. Darr and Barbara Leach (Computer Services Coordinator) have visited all member libraries (except Shippensburg, where a visit will be made in late October) to discuss current and future technology needs. The information gathered from these meetings will be used to update the system's computer Technology Plan and to make adjustments to the system's computer equipment distribution formula.

Mrs. Darr said that the data from these meetings needs to be analyzed so that the system can decide how many computers can be added to Bosler Library's new facility. Currently, nearly all equipment on the network is maintained out of the system budget. The Bosler Library's capital campaign wish list called for about 35 computers to be added. While the library has the capital funds for the initial purchase, the system board needs to decide how any new equipment will be maintained.

CCLS Finance Committee Report

Allocation Formula Change Recommended

Mr. Stoner reported that the Finance Committee met on October 8 and discussed distribution scenario allocations with 'normalized' formula numbers that were based on a three-year statistical average of service statistics. The committee agreed that the three-year average (or 'normalized' formula numbers) smoothed out any one-year aberrations that were caused by construction, or other factors that may be beyond a library's control.

The System Board unanimously approved changing the system formula to use a three year average of statistics beginning with next year's allocation. (The Cumberland County Library System policy manual will be revised to reflect this

change.)

2013 Tax and State Aid Distribution

Mr. Stoner also reported that the Finance Committee recommends transferring \$310,027 from the Strategic Development Fund for use in the 2013 budget by the system and member libraries. This number reflects a 1% increase in the overall use of public state and county funds to support library services in 2013. ***The System Board unanimously agreed to transfer \$310,027 in Strategic Development Funds to the operating fund in 2013. A request for this transfer will be forwarded to the County Commissioners for action.***

NEW BUSINESS

The system board approved the following:

- ***The 2013-2017 Strategic Plan***
- ***CCLS Finance Committee Charter***

System Board Officer Nominating Committee

Miss George appointed the following people to the system board's Officer Nominating Committee:

- Nancy George
- Jane Graham
- Alicia Stine

The committee will bring a slate of officers at the 2012 December meeting. The slate of officers will be voted upon at the January 2013 meeting. Mrs. Darr reported that Kevin Stoner is ineligible to serve a fourth term as treasurer. Nancy George and Bill Gould are eligible to serve third terms as president and vice-president, respectively. However Miss George is moving off the CCLS board in 2013.

Mrs. Stine said that she would also be moving off the board at the end of the year.

System Board Member Nominations

Nominations are needed from member libraries to fill the terms listed below that expire on 12/31/2012:

- Nancy George – Bosler Library
- Jane Graham – John Graham Library
- Alicia Stine – Fredricksen Library
- Mary Brunski (alternate) – Amelia Givin Library
- Jim Smith (alternate) – Simpson Library

UPDATES

Demonstration

Carolyn Blatchley provided a demonstration of the online reference service HeritageQuest Services. It provides genealogical information.

Library News

News from member libraries was shared.

ADJOURNMENT

The meeting adjourned a little after 5:20 pm.

The next meeting of the Cumberland County Library System will be held on Monday, November 19th at the Cumberland County Library System's administrative office at 4:00 pm.

DRAFT