

**Cumberland County Library System
Board of Trustees
Monthly Meeting Minutes
March 17, 2008**

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 Besch, Nancy George, Jane Graham, William Gould, James Smith, Elizabeth Stone and Judy Yaw.

Others Present: Nan Cavanaugh, Jonelle Darr, Sue Erdman, Susan Sanders, Linda Rice and Denise White.

Minutes & Treasurer's Report

Previous Minutes

The minutes from the February 28, 2008 board meeting were approved as submitted.

Treasurer's Report

The Library System Board unanimously moved to file the February 2008 Treasurer's Report for audit. Mrs. Darr noted that the 2007 audit and final year end reports should be available by April 2008. A final 2007 Treasurer's Report will be distributed once the year-end adjustments have been made.

Reports

Executive Director's Report

Leadership Development

Trustee Training: Trustee Training will be held on Tuesday, April 29, 2008 from 5:30 p.m. to 8:30 p.m. at the Comfort Inn Suites, Carlisle. Cumberland County public library Trustees and Library Directors may attend. New Trustees especially are encouraged to attend.

Small group discussion and presentations by Mrs. Darr and Carrie Haverman, Capital Libraries District Consultant, will include:

- Governance and organization of libraries in Pennsylvania and Cumberland County
- The role of the library member, library director, library system executive director and library system board
- Cumberland County Library System policies

An optional light-deli-style dinner will be served. Donations for dinner will be accepted. Advance registration is required by mail, email or online at www.ccpa.net/lboard (password: myrole).

Financial Management Resource Acquisition

\$20,000 Legislative DCED Grant: Senator Pat Vance is making \$20,000 in Department of Community and Economic Development funds available to the library system for budget year 2008-09. (Funds will be spent in 2009). Library directors discussed library service needs and decided to use funds for science collection materials at each library. The fund distribution formula will be used. The application was submitted by the March 17, 2008 to Senator Vance's office.

Resource Management

Member Library Tax Payment: After an initial call from Cindy Stratton of Amelia Givin regarding library tax payments, Denise White discovered that the transfer payment for January had been recorded and set-up but was never activated with the bank. Thus, member libraries did not receive their scheduled January payment until February 27, 2008. To make certain that this does not occur again, Mrs. Darr placed payment transactions on her recurring calendar as a double check against Mrs. White's records. (Note: the February payment was activated and released as scheduled).

Fidelity Bond: At the request of Mrs. Darr, the insurance company increased the library system's coverage from \$75,000 to \$100,000 which covers the library system for any loss sustained through fraudulence, dishonesty, or through the failure of staff or board to perform faithfully his/her duties. The Cumberland County Library System Foundation has also been added to the policy. According to insurance agent Bill Fickel this is the highest coverage amount available for this type of bond. Mr. Fickel indicates that since the same employees handle the finances of both organizations, that this can be done (even though there are two different boards). The increased coverage amount will bring the cost of the policy from \$390 per year to \$546.

Advocacy for Resources

Advocacy For Resources: The Pennsylvania Library Association continues to work behind the scenes to lobby for re-engagement of the statewide funding formula. To that end, Glenn Miller, Executive Director of PaLA, sent an email letter to Senator Pat Vance a day prior to the Department of Education's Senate appropriations hearing.

As a result of this email, Senator Vance asked Secretary Zahorchick why the state funding formula has not been used since 2003. She asked why some communities are not rewarded for strong local support. Secretary Zahorchick avoided the question and said that the Department of Education loves libraries and was happy to provide a flat 2% increase. He also pointed out that standards were now being enforced. Senator Vance reframed the question, and Secretary Zahorchick finally stated that the formula would not be run as proposed in the Governor's budget.

PaLA is still developing advocacy plans and expects to announce its position formally in about a week.

Customer Services

Information Technology Services

Self-Check Out Units: The self-check units have been received by Fredricksen, Bosler and Simpson. Installation and training are scheduled for later this month. A soft launch is tentatively scheduled for the Bosler Library on April 1st and the Simpson Library on April 14th. Fredricksen Library is having cabinetry built for its self-check unit; thus, the machines will be activated there April 14th or later. A public news release will be sent out on May 1st with a follow-up satisfaction survey in late May.

New Internet Computers: All member libraries are expected to receive new internet computers on April 15th.

Internet Computer Distribution	AME	BOS	FRE	EPB	JGR	SIM	NCU	SHP	Total
New Workstations	1	3	3	1	1	2	2	2	15

Processes and Evaluation

Strategic Service Promotion

STAR 20th Anniversary: STAR celebrates its 20th anniversary in 2008. To commemorate this milestone, Nan Cavanaugh will attend the Commissioners' meeting on Monday April 7 at 2 pm. Board members are encouraged to attend (second floor of the courthouse). The Commissioners will issue a proclamation that honors a STAR volunteer who has been with the program for all of those 20 years- John McGrath. Mr. McGrath volunteers from the Fredricksen Library.

National Association of Counties Act of Caring Award: STAR is a winner in the 2008 NACoActs of Caring Awards. The Acts of Caring Awards recognize community-based, government volunteer programs that provide a legacy for the future. The awards program is sponsored by the National Association of Counties (NACo) in partnership with Freddie Mac.

STAR was chosen by judges from the America's Promise Alliance, the Center for Juvenile Justice Reform, Families, 4-H and Nutrition, USDA; the American Library Association and the National Association of Volunteer Programs in Local Government. There were 70 entries this year.

The Commissioners have been invited to send up to 4 representatives to the breakfast ceremony on Thursday, April 10 at 8:30 a.m. on Capitol Hill in Washington, D.C. Senators Spector, Casey and Representative Platts will also be invited to the breakfast ceremony.

Statistical Reports

The Library System Board reviewed the member libraries 2007 final annual service statistics.

Board Planning Calendar

The Library System Board reviewed the 2008 Board Planning Calendar addendum.

Unfinished Business

Advocacy Committee

Mr. Gould reminded members that Advocacy Committee representatives are still needed from Amelia Givin's and Bosler's board and friends' groups.

New Business

Formula Review Committee: The Formula Review Committee's first meeting is scheduled for March 31, 2008 at the Bosler Library. At the suggestion of CCLS's consultant Gerry Gorelick, Mrs. Darr developed a committee charter to help clarify the committee's role. ***In reviewing the charter document the system board discussed and unanimously agreed that if a new allocation formula is recommended, that the committee's implementation plan shall hold all member libraries harmless at current funding levels.***

News from Member Libraries

News from member libraries was shared.

Recognition of Visitors & Visitors Concerns

There were no visitor concerns.

Adjournment

The next meeting of the Cumberland County Library System will be held on Monday, April 21, 2008 at the Cumberland County Library System administrative office at 4:00 p.m.