

**Lycoming County Library System Board  
Minutes  
April 14, 2009**

**Present:** Anthony Salvatori  
Louise Eakin  
Pauline Montgomery  
Evelyn Derrick  
Tammy Gunsallus

Janice Trapp  
Jeffrey Swope  
Barbara McGary  
Karen Temple  
Charles Ormsbee  
Stephanie Farr  
Susan Zaydell  
Barbara Kressly  
Julie Caringi

**Absent:** William Nichols  
Jeff Wheeland

Anthony Salvatori called the meeting to order on April 13, 2009 at the James V. Brown Library.

**Approval of Minutes From Last Meeting**

Motion to accept the minutes - Louise Eakin  
Second - Evelyn Derrick  
Approved

**Financial Report - Barbara Kressly**

- Same budget as previously submitted with new accounting codes.
- Income and expenses statement.
- AccessPA looks like we will make the forecasted budget of \$45,000 with first payment of \$24,455.
- Check register since January 1, 2009.
- No money has been received from the county yet. Monies are expected in May.

Motion to accept financial report - Pauline Montgomery  
Second – Evelyn Derrick  
Approved

**Strategic Plan - Janice Trapp**

- Draft of a sample plan for 2009/2012
- Need to start the conversation to separate the Lycoming County System Administrator and James V. Brown Library Director positions.

- Webinar on Beyond Governance –Utilizing Your Volunteer Board as a Resource on May 12<sup>th</sup> from 3:00 to 4:30 in the Lowry Room of the Children’s Wing of the James V. Brown Library.
- Accomplished many of our goals. Example:

### **Links and Bookmobile - Stephanie Farr**

- Links circulation doing very well. Circulation is seasonal.
- Three of the five links now have DSL giving us an opportunity to promote the eBranch and better access for members.

### **Learning Center - Julie Caringi**

- Tutor training of 15 people
- Adults contracted 249 with 189 served
- ESL contracted 20 with 14 served
- Families contracted 62 with 53 served
- GED contracted 22 with 18 served
- Program received a rating of 90% from the State.
- 94% of the Contracted Adults have been placed in unsubsidized employment.
- Workforce Skills Class added to the Learning Center programs.
- Announced the development of a literacy advisory council using the model of the District Advisory Council. Board members were requested to think of individuals who would be helpful in promoting the programs and connecting the Learning Center with the population in need of literacy services.

### **990 Rules for Non-Profit - Janice Trapp**

- 990 requires that all non-profits have three policies—Whistleblower, Documentation Retention and Conflict of Interest
- A Whistleblower, Documentation Retention and Conflict of Interest Policies were presented.
- Discussion: Louise Eakin recommended changes to the Whistleblower and an addition to the Conflict of Interest Policy requiring disclosure of conflicts and a signature of the board member.

Motion was made to adopt the policies with the changes to the Whistleblower and the addition to the Conflict of Interest Policy - Evelyn Derrick  
Second - Louise Eakin  
Approved

Recommended that these policies be adopted at the member library level.

### **Upcoming Workshops - Janice Trapp**

- Brochure listed workshops pertaining to trustee development through June available at the James V. Brown Library

### **System-wide Circulation - Janice Trapp**

- 2009 circulation is growing.
- We attach dollar amounts to the items circulated in March \$1,511,667 worth of materials was circulated.

### **District Updates**

#### **DAC Representative - Janice Trapp**

- Anthony Salvatori is the Lycoming County System Board's representative.
- The District will provide Mr. Salvatori with minutes and documentation from past meetings.
- Next District Advisory Council Meeting May 27<sup>th</sup> at noon at the James V. Brown Library

#### **Pre-School Connection Grants - Barbara McGary**

- Provided outline of the grant, eligibility and application deadline.

### **Residency of Library Board Members - Karen Temple**

- System Member Librarian requested a clarification on the eligibility of board members based on location of the board member's residence.
- Commonwealth Libraries stated that a board member does not have to reside in the service area of the library or even the State of Pennsylvania to be eligible to serve on your local library board.

### **Experience Works Employees - Janice Trapp**

- Experience Works provides employees over 55 fully paid currently for 18 hours per week and for 20 hours per after July 1<sup>st</sup>.

- Currently James Brown Library and the District have three employees with IT, accounting and high-end secretarial skills.
- Janice will provide the contact information to the trustee.

#### **eBranch Update - Charles Ormsbee**

- Reached more than 8,300 unique visits in one month and 17,000 return visitors.
- Job Path is on the eBranch. He will be glad to put an icon on the individual member libraries.
- Learning Express is basically an online community college. Excellent source for unemployed, underemployed and business start-up has seen an increase in usage. A Learning Express demo will be scheduled for the board's review.
- eBranch stats will put on the website for the Board Members to access.
- eBranch has more hits than other websites in our district. Statewide other libraries are using the eBranch as a model.

#### **Auditor - Janice Trapp**

- Request John Compton from Parente Randolph for the September

#### **LSTA Grant - Janice Trapp**

- Awarded a collection grant for \$25,000 to develop the PA Wilds collection for Jersey Shore Library, James V. Brown Library and the Links.
- With the \$30,000 grant from former Senator Madigan, a total of \$55,000 develop and market the collection including backpack.

#### **Mandated Child Abuse Reporting Policy - Karen Temple**

- Mandated Child Abuse Recognizing and Reporting Workshop for library directors and their staff were offered in February. Another workshop will be held on April 28<sup>th</sup> from 9 am to 4 pm in the Lowry Room in the Children's Wing. Cost is \$10 for lunch.
- Libraries have been mandated reporter since 1976 only recently has it been brought to Commonwealth Libraries attention the need for training and policies for library staff.
- Child Abuse Reporting and Procedure Policy was presented for approval.
- Discussion: Anthony Salvatori recommended that the policy include a statement that the library employee not alert the suspected abuser or accompany adult of the employee's intention to report the suspected child abuse.

- Motion was made to adopt the Child Abuse Policy and Procedure as amended.
- The Child Abuse Policy and Procedure and the Form CY47—Report of Suspected Child Abuse will be provided to the trustees and libraries. It will also be posted on the North Central Districts website [www.nclld2.org](http://www.nclld2.org)
- Recommended that the individual member libraries adopt the policy and their employees to attend the workshop on April 28<sup>th</sup>.

### **Reports from Member Libraries**

- Jersey Shore Library - nothing to report.
- Konkle Library - nothing to report
- Hughesville Library - nothing to report
- Muncy Library - Signed sales agreement but sale not finalized. Meeting with campaign fund raiser this Thursday.
- Montgomery - Concerns expressed by Board and Librarian:
  - IT staff (2 employees) are not available to the member libraries because they are working the circulation desk.
  - Response: IT staff rotates on weekends only once a month for several years. IT personnel are on call by calling the James V. Brown Library even on weekends. So, the once a month rotation at the circulation desk does not impact service to member libraries.
  - Funding Formula for the Lycoming Library System. On April 7, 2008, at 7:00 pm, Janice Trapp and Karen Temple attended the Montgomery Area Library Board Meeting to explain the formula and answer questions. The formula is based on six output measures including circulation (45%), percentage of shared cardholders (20%), turnover of materials (7.5%), Summer Reading participation (7.5%), number of new cards issued by outlets in past year (10%) and website hits (10%).
  - The formula is an incentive program to encourage member libraries to actively market their services and is dynamic adjusting each year based on the activity of the previous year.

**Next meeting:** May 19, 2009 at noon at the Cammal Link. Carpooling from the James V. Brown Library

### **Adjournment**

Anthony Salvatori adjourned the meeting.