

Westmoreland County Federated Library System

Board Meeting Minutes

Wednesday November 20, 2019

WCFLS Office, GreenForge

Westmoreland County Federated Library System (WCFLS) Board Members present:

William Scheeren, County Commissioners Appointee

Cindy Soltys, Adams Memorial Library

Karen Stefl, Scottdale Public Library

Mary Stubbs, County Commissioners Appointee

Lynn Wackenhuth, Sewickley Township Public Library

WCFLS Board Members absent:

Charles Greenberg, Murrysville Community Library

Dan McKinnon, Penn Area Library

WCFLS Member Library Board Members and Directors present:

Mount Pleasant Free Public Library, Brian Dawson

Penn Area Library, Jessica Beichler

Sewickley Township Public Library, Nathan Cross

Others present:

Cesare Muccari, WCFLS Executive Director

Joe Fee, IT Manager

Dana Farabaugh, District Consultant

Kathy Miller, Finance/Office Manager

Call to Order/Welcome – Recognizing a quorum, W. Scheeren called the meeting to order at 7:00 p.m. He welcomed all those in attendance.

Approval of the September 25, 2019 Meeting Minutes – C. Soltys moved to approve the minutes. The motion was seconded by L. Wackenhuth and passed unanimously.

Approval of the October 2019 Treasurer's Report -- In the absence of the Treasurer, W. Scheeren read the Treasurer's Report which C. Greenberg had submitted in writing prior to the meeting. The report is as follows: "With respect to the report on Income and Expense, Budget vs Actual, major points are as follows:

Total income vs budget through October is 99% received, reflecting State subsidy and County income at 100% each, and all distributions to member libraries being fully closed. District Aid now includes the portion received for July 1 through year-end 2019; the annual income from District Aid is 104.59% of budget, reflecting the State's 9.2% increase in funding for fiscal year 2019-20. All these are the major income line items. Total expenses are at 92.84% of budget; there are no major outstanding issues, although at this time last year, expenses stood at only 89.11% vs budget. For ten months' time, nominal is 83.33% spent, but spending on major items especially is never linear. Significant expense line item changes from last reporting include: (1) over \$9000 increase for Software Licensing for WLN and member libraries; (2) prepaid Overdrive content is up about \$1600; (3) recoverable disbursements are decreased by about \$7000. Net ordinary income for the period, January through October 31 is \$59,875.53. Total current assets are \$524,118.17 including \$151,047.02 received District Aid for the period January 1, 2020 to June 30, 2020. With respect to the Infrastructure and Technology Support Project, expenses in total are within \$1000 of those of the last reporting. The main additional expense is \$786.20 that has been added to the Desktop Software line item. The current report is therefore otherwise essentially unchanged from that of September." M. Stubbs moved to approve the Treasurer's Report. The motion was seconded by K. Stefl and passed unanimously.

Correspondence –None to report.

Staff Reports - C. Muccari reported that ebooks continue to show growth. We will probably hit 130,000 circulation for the year, having had 116,000 last year. We are looking to possibly share ebooks with other Districts in Western PA namely, Erie, New Castle, Beaver, Washington, and Aliquippa. In terms of circulation, we have the highest among those Districts. Erie was at about 73,000. Another thing is a possible partnership with some of the schools. He was contacted this week, and by the January meeting, he will have more information. He's hoping to discuss this with the ebook committee soon. Scottdale Library has become almost like a community center. On Saturday, C. Muccari and D. Farabaugh attended the groundbreaking for the new Delmont Library. Deni Grassell and her staff have done a great job. At the Directors' meeting in December, he will have guests from WCCC. The College will be celebrating its 50th anniversary, and WCFLS may partner with them. M. Stubbs asked if there was any concern about pushback from publishers if we begin to share ebooks with other Districts. C. Muccari responded that Overdrive is encouraging the effort. There are probably four or five states that share ebooks on a statewide basis. One is Wisconsin. There are different models. The term the publishers use is "friction." For ebooks, there isn't enough friction. For print books, given the movement from library to patron and back, etc. there is apparently adequate friction. But libraries are one way of promoting books, especially given the number of book stores that have closed in recent years.

J. Fee reported he is getting out the last of the orders to spend the remaining funds for the Technology Project. One of the last things to do is to deploy the iPad library card registration. He expects to test it within a couple of weeks at the Greensburg Library. He stated it has been very rewarding to develop the software in-house, write the app for the iPad, etc. It's a matter of taking care of ourselves. Regarding the Ligonier Library, he reported that the fiber should be installed mid-December

D. Farabaugh reported that C. Greenberg is involved with the Pittsburgh Regional Science Fair, and one of the things they've seen is that their bibliographies are awful. This is a great opportunity for librarians to come in and help. She and several others went to talk about Power Library and met with the Science Fair coordinator. D. Farabaugh is working on a section of the WLN website to share resources and search tips. There will also be a literature guide. This will increase our Power Library usage statistics. This project is providing a framework to look at other ways we can use our skills as librarians. M. Stubbs complimented D. Farabaugh on the results of the survey from the In-service Day. She stated she was impressed not only with the survey but especially with the detailed responses from the attendees. D. Farabaugh stated she too was impressed with the many comments the participants wrote. There were about 125 people attending, and the survey responses rate was about 73, which is a very good response rate. She sent the survey responses to the Continuing Education Committee.

K. Miller reported that she has received the rates from our insurance carriers with the rates for next year. Most of the rates remain the same; the only one that went up slightly was the vehicle insurance.

Committee Reports

Adult Services: No report.

Children Services: K. Miller reported for Naomi Cross that the committee is working on 2020 Summer Reading programs. They have received the catalog for summer programs. The Chess Tournament will be held in the early spring. The next meeting of the committee will be on January 6.

Continuing Education: No report.

eBook Committee: No report.

Finance Committee: No report.

Personnel Committee: W. Scheeren stated he would talk about Personnel Committee recommendations under New Business.

PR Committee: E. Beaver emailed her report. She spoke at the October 31 meeting of the County Commissioners and updated them on the fiber project. She thanked them for their continued support of public libraries in Westmoreland County.

Technology Committee: No report.

WINCat: A new format of audio and ebooks was causing some problems but it has been resolved. There is one new level 3 cataloger.

WINCirc: No report.

Old Business

None

New Business

Personnel Committee Recommendations: W. Scheeren said he would present the committee's recommendations. First, the Committee recommends changing J. Fee's title to IT Manager. C. Soltys moved to make this change; the motion was seconded by L. Wackenhuth and passed unanimously. The second recommendation is pay raises. W. Scheeren stated there have been no pay raises for five years. The raises proposed are 4% raises for all staff, and an increase for the drivers' supervisor to \$11 per hour and the drivers to \$10 per hour. C. Soltys moved to approve these raises. The motion was seconded by M. Stubbs and passed unanimously. The IT Tech has been paid half by the grant and half by WCFLS. He will be paid entirely by WCFLS next year.

Using ACH for State Aid distributions and other disbursements: K. Miller stated that we have requests from libraries to find a more efficient way to distribute State aid. Dollar Bank will do it. Their fee is \$45, but they will charge us \$20. We will use our current account. C. Greenberg and W. Scheeren will be able to go in and approve the transactions. One person cannot do it alone. W. Scheeren asked if other banks were interested. K. Miller said that Standard Bank was interested, although at first they said they couldn't do it. Within the past week, they contacted her but their fees would have been a little bit higher. L. Wackenhuth moved to move forward with Dollar Bank for ACH. The motion was seconded by K. Stefl and passed unanimously.

Public Comments/General Announcements

C. Soltys reported that Adams Library is about to launch a capital campaign. She commented that after Tracy saw the renovated Ligonier Library, she was envisioning what could be done at Adams. They're looking for someone to consult on the capital campaign.

N. Cross reported that the Sewickley Township community is moving forward to build a new recreation center, which will also house the library.

Brian Dawson was introduced as the new Library Director at Mount Pleasant Library.

K. Stefl reported that the Basket Bash generated \$9000 at the Scottdale Library.

Adjournment

There being no additional business, M. Stubbs moved to adjourn the meeting. The motion was seconded by C. Soltys and approved unanimously. The meeting was adjourned at 7:40 p.m.