

Centre County Library & Historical Museum Board of Trustees Meeting
Thursday, October 26, 2023
6:30 pm

Trustees Present: Deborah Cleeton, Carl Inglesby, Kathleen Gomez, Vickie Barnett, Bryce Taylor, Mary Prendergast

Trustees Absent: Pam McCloskey, Lindsey Kurtz

Staff Present: Michele Reese, Denise Sticha

Call to Order: Carl Inglesby, President, called the meeting to order at 6:33 pm.

Public Comments and Correspondence: Inglesby stated that he had looked at the sidewalk in front of the Bellefonte library. A patron had tripped on the sidewalk where it had heaved up from the roots and mentioned it to the Staff. Discussion was held on ways to make the areas visible to the public.

Consent Agenda: Barnett made a motion to approve the minutes of September 28, 2023. Seconded by Gomez. Motion carried. Cleeton made a motion to approve the Director's September 2023 Operations Report. Seconded by Prendergast. Motion carried.

Finance Report and Investment Summary: Sticha discussed the P&L and stated that we are 3/4ths of the way through the year with our Income and Expenses and we will not need to pull any funds from the investments. She stated that she is concerned about the material collections due to the fact that the spending has been low. The final payment for the porch was withdrawn from the Wood account which was already planned. Sticha stated she and Reese will be working on pulling together the closeout reports for the HVAB Tourism grant and hopefully, we will receive the grant monies before the end of the year. Reese reviewed the investment report and discussed where the funds from Employee Retention Credit had been placed. The funds were deposited as follows: Kish bank had \$77827, FNB Money Market had \$49014.11 and the Operating Account had \$46106 in August to cover operating expenses. We are expecting additional reimbursements.

Barnett made a motion to approve the Finance Report and Investment Summary. Seconded by Cleeton. Motion carried.

New Business:

Holiday Closing Schedule - Sticha reviewed the 2024 Holiday schedule and explained how staff accrue hours for holiday pay. **Cleeton made a motion to approve the 2024 Holiday Schedule. Seconded by Barnett. Motion carried.**

Possible Public attendance policy/bylaw - Sticha reviewed the draft Policy with the Board. Sticha reported that she had reviewed other libraries' policies when she did the draft. Discussion was held regarding the policy and Cleeton stated that there was a minor correction that needed to be made to line #7 the beginning of the 2nd sentence should state "presented to the Board."

Employee Retention Funds - Sticha asked to defer the discussion until after the executive session review of the salaries. She did state that we could invest some of the funds into CD's and will need to decide how much to invest into them. Also, use some of the funds for Staff development or for salary balance issues. Discussion was held regarding Certificate of Deposits. Inglesby discussed the CD rate report that Reese had submitted. Inglesby stated that the Finance Committee should meet to discuss how the funds should be invested. Sticha will send out a Doodle poll to see who would be available to meet next week on Monday or Wednesday.

Prendergast made a motion to authorize the Finance Committee to make a decision where to place the funds at the meeting. Seconded by Barnett. Motion carried.

2023 Annual Appeal - Sticha stated that the Annual Appeal will start November 28th after the United Way campaign has ended. The appeal will run from November through the end of January 2024. Sticha and Beth Schwartz are currently working on the appeal letter. It will be mailed out on the same day as Giving Tuesday. The approximate cost will be around \$3000 which will include the printing, stuffing and mailing of the letter.

2024 Draft Budget - Sticha reported that we will be level funded again this year by the State, County and the Municipalities. Any changes made in the budget will just be minor adjustments based on the prior year expenditures. Sticha is looking for new ways to increase revenue. Sticha stated that at her District Directors meeting on Wednesday that the Director of the Juniata County Library, mentioned that Juniata Library offers passport services. They take in between \$15,000 to \$25,000 a year doing the passports. Sticha would like to explore becoming a passport library to help increase revenue. In other parts of the budget, Staff Development and continuing education are areas that need to be looked at. Sticha stated that she would like to send the new Youth Services coordinator and a staff member from Holt, to a Family Place training in New York with a cost of \$2000/person. We also need to budget for Nicholas Struble to begin course work to attain provisional librarian certification.. The ballpark cost for both of the semesters will be around \$6000.. Sticha stated it was discussed last month that a requirement be made for him to stay a certain length of time once he had completed the classes. She said that we should reach out to First NonProfit to see if it would be advisable for us to do that and if they had any samples of an agreement. Sticha would like to use the ERC funds to cover these staffing expenditures. In doing the budget for 2024 Sticha estimated a withdrawal of funds of \$50,000 from the investments to use as a placeholder.

Sticha stated that we need to take a look at our current pension plan with PMRS. Currently, we are fully funded and we are not anticipating having to add any funds to maintain the balance. We discovered that currently there is no employer match to the employee's contributions. It is only employee funded. The personnel policy states that the Board makes a contribution to the plan. Sticha stated that she and Reese would like to meet with a representative from PMRS to talk with the Board about what options we have.

2024 strategic priorities - Sticha stated there have been issues with the Bookmobile and Centre Hall expansion. There is not enough Staff available to move both projects forward in a timely manner. Sticha stated that there have been difficulties with finding a driver for the Bookmobile and it may be off road when the weather is bad and she does not want the driver to not work. Sticha requested that they discuss picking one project and that project would be the Centre Hall

expansion because it has been in the works for a while. Further discussion was held regarding the Bookmobile program and the Centre Hall expansion project. Inglesby stated that he and Sengle had attended the ABOS conference in Hershey and discussed the types of vehicles, costs and location where it will be stored. He stated that the consensus was to move forward with the Centre Hall expansion and then start to move forward with the Bookmobile. Inglesby then stated that he, Sengle and Sticha had met with Pat Morse from the Hamer Foundation. Mr. Morse informed them that they would like to see the Centre Hall expansion completed and that the Hamer Foundation would consider matching half of the cost of the expansion if we could get a Keystone Grant. Discussion held regarding locations for storing the bookmobile. The board was in agreement on shelving the bookmobile and moving forward with the Centre Hall expansion.

Old Business:

Bylaw revision to include Trustee Emeritus - Taylor made a motion to approve the revision to point #7 article 3 to include a Trustee Emeritus Seconded by Barnett. Motion carried. Inglesby asked when John Sengle could be appointed as a Trustee Emeritus and the Board made a motion to add him during the meeting. **Cleeton made a motion to appoint John Sengle as a Trustee Emeritus to the Board. Seconded by Prendergast. Motion carried.** Sticha will notify John Sengle and invite him to join the December meeting.

Committee Reports:

Finance: Cleeton stated that the committee will be meeting Monday, October 30th.

Personnel: Staff update- Sticha stated that Megan Strommer was hired for the Youth Service Coordinator position. She will start November 6th. She will report to Nicholas Struble, not to Sticha and will be given regular shifts at the circ desk. Further discussion was held regarding Megan's schedule, the search committee and the other candidates who applied for the position.

Property: No updates

Museum - The porch is finished and will be used during Victorian Christmas along with the porch on N. Allegheny Street.

Bookmobile- Previously discussed.

Centre Hall – No new updates.

Holt - Inglesby stated that the project should be completed by October 27th. Inglesby & Sengle looked at the tree by the building and had Sengle remove it because it was hitting the building. There are issues with the parking blocks and they will need to be replaced. Discussion was held regarding if they are needed and what type of replacement could be done. Sticha stated that Theresa Hutton has applied for a grant from the Centre Foundation Field of Interest Grant to upgrade the electric in the kitchen and purchase a new stove. The kitchen is used for the Kids in the Kitchen program. If we do not receive the grant we will still try to complete the project because there is a concern for safety as well. Sticha stated that we should find out by the end of the year if the project was funded.

Bellefonte branch - Inglesby stated that there are some issues with the sidewalk and the grate by the door in the parking lot. Inglesby is going to work with Sengle on finding a fix for the grate.

Planning: No updates.

Nomination:

Board vacancies –County board member nominee- Justin Miller stated he was interested in rejoining the board. Kurtz reached out to Celesta Powell to let her know about the other candidate and she stated that she was fine with that. Sticha stated that if the Board would like to do this they could approach Justin Miller and ask him to submit his paperwork to the County Commissioners. **Barnett made a motion to recommend that Justin Miller be appointed as the County representative starting January 2024 providing he is approved by the County Commissioners. Seconded by Cleeton. Motion carried.**

Discussion was then held on the board members who will be cycling off at the end of December. Cleeton, Gomez and McCloskey are to cycle off and will need to be reappointed if they are willing to stay on the board. Cleeton stated that she is willing to stay on and that Sticha should reach out to Bellefonte Borough to let them know she would like to be re-appointed. The same with Kathleen Gomez. Philipsburg Borough needs to be notified regarding her re-appointment as well. Not sure at this time what McCloskey would like to do. Inglesby will reach out to McCloskey to see what she would like to do.

Comments for the Good of the Order and Adjournment: Sticha stated that the Staff holiday brunch will be held Thursday, December 14th at the Museum and that in the past board members have generously contributed something. There is no requirement for the board to make a donation.

Taylor made a motion to go into the Executive Session at 8:09 pm. Seconded by Barnett. Motion carried.

Taylor made a motion to exit the Executive session at 8:32 pm. Seconded by Barnett. Motion carried.

Prendergast made a motion to adjourn the meeting at 8:33 pm. Seconded by Taylor. Motion carried.

Respectfully submitted,
Michele Reese
Office Manager