

Centre County Library & Historical Museum Board of Trustees Meeting
Thursday, December 7, 2023
6:30 pm

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

Trustees Absent:

Staff Present: Michele Reese, Denise Sticha

Guests Present: Justin Miller, John Sengle, Brady Clemens, PPVLS- Dan Decker, Russ Brooks, Rhonda Rumbaugh

Call to Order: Carl Inglesby, President, called the meeting to order at 6:30 pm.

Public Comments and Correspondence: Sticha read the email sent by Dan Decker regarding the possible change of name for the Centre Hall Library and the possibility of having a books by mail program for the Centre Hall and outlying residents.

Consent Agenda: Taylor made a motion to approve the minutes of October 26, 2023. Seconded by Prendergast. Motion carried. Cleeton made a motion to approve the Director's October & November 2023 Operations Report. Seconded by Barnett. Motion carried.

Director's notes- Sticha stated that the Historical Museum would be participating in the Victorian Christmas opening ceremonies and that both the Library and Museum will be participating in the Cookie Crawl. Sticha shared with the Board the project that the Family Search Group is doing for the Museum. They are digitizing estates, marriage records, and other County records stored in the basement. The information will be available on the Family Search website for researchers to use. McCloskey stated the PA Room will have its own hard drive with the information available for use. Further discussion followed.

Finance Report and Investment Summary: Sticha stated that we raised \$2405 for Giving Tuesday, a slight increase from last year, and that we are in good shape for the rest of the year. We will not have to pull from the investments for this year. The closeout for the HVAB grant has been submitted and we are waiting for payment. Reese reviewed the revised Investment report with the additions of the accounts held at the Centre Foundation and the CD's that were opened. Additional CD's are to be opened with the ERC funds that are on hand.

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

New Business:

Presentation of Trustee Emeritus- Sticha presented a certificate to John Sengle for him being awarded Trustee Emeritus. He first started with the Board in 1999 and has held multiple terms as a member and continues to work on the property committee.

Centre Hall Library Design consultant proposal – Sticha reviewed a proposal submitted from Keller Design for the Centre Hall expansion. The scope of work outlined in the proposal will provide a budget which is needed for the Hamer Foundation grant. She discussed the other

projects that Mr. Keller has completed in prior years and how well they were designed. The cost of the project for his proposal completion will be \$23,700 with possible additions. This expenditure will count towards the Keystone Grant. The plan is to present the project to the Hamer Foundation in January and then apply for the Keystone Grant in the next cycle. If all goes as planned there is a possibility that ground could be broken in 2025. Further discussion was held regarding the project and ways to cover the cost of the proposal. **Barnett made a motion to accept the design proposal from Jim Keller for the Centre Hall expansion. Seconded by Cleeton. Motion carried.**

Dan Decker thanked the Board for voting to move forward with the project and asked if there may be more events that may need to be paid to Keller before going to the Architect. Discussion followed regarding the proposal, possible additional costs, and travel. Decker asked then about the ADA compliance on the shelving and wanted to make sure the information was received and submitted to Mr. Keller. Sticha stated that it has been submitted.

Centre Hall Area Branch Library possible name change – Inglesby stated that he attended the PPVLS meeting in November and they had discussed changing the name of the library to Penns Valley Library. Inglesby asked the Board who should take lead of the name change project and before going further contact the Centre Hall Borough to see what they think of the change and what the East Penns Valley library thinks of the name change. McCloskey suggested the Board do a joint venture with the PPVLS. Taylor stated that he feels it is the Boards duty to approve any changes but to make sure we reach out to the community that the library serves with any changes to see if they agree. Inglesby stated that if a name change is done now would be a good time during the fundraising for the expansion. Sticha stated that if a survey is designed, it needs to be clear as to who is conducting the survey. Further discussion was then held regarding the possible name and branding standards. Decker stated that the PPVLS could run the survey in the Grapevine once both the Boards agree what the survey says. Rumbaugh stated that she agrees that there needs to be a unified message to the Penns Valley community and who is asking. Rumbaugh stated that she is glad that the Centre Hall branch is part of the Centre County Library branches.

2024 Board meeting schedule – Sticha reviewed the meeting schedule and discussed the changes for the branch meetings. Sticha asked if the Board would be interested in changing the start time of the meetings to 6:00 **Cleeton made a motion to accept the 2024 Board meeting schedule and the change of time to 6:00. Seconded by Barnett. Motion carried.**

Old Business:

Possible Public attendance policy/bylaw – Discussed the Public attendance policy/bylaw. Barnett suggested that amendment #7 have a grammatical change made. **Barnett made a motion to accept the Public attendance policy/bylaw as submitted with the grammatical change. Seconded by Cleeton. Motion carried.**

2024 Draft Budget – Sticha discussed the changes of the decrease of the COL to 3% to allow the Marketing position to go to fulltime and stated that Reese created a 5-year salary projection spreadsheet to look at future pay increases to show how long the ERC funds would last and the funds would last through that time. Inglesby stated that they had talked about how to make additional funds at the last meeting and it was stated to ask for it.

Taylor discussed the books by mail suggested in the PPVLS letter to the Board and asked if it was something that we already do and concerns about the cost. Clemens stated that Schlow has a current library by mail program for those who are unable to leave their home. Further discussion was held regarding the shipping costs, book collection in transit and where to adjust for it on the budget. Cleeton asked about a possible locker system being installed at the branch. Discussion was held regarding the use of the locker system.

Cleeton asked if there may be a change with Halfmoon Township since there was a change in their Supervisors. Sticha stated that for 2024 there would not be a change. Discussion was held regarding the funding from Halfmoon and municipal donations.

Cleeton made a motion to accept the proposed 2024 Budget. Seconded by Prendergast. Motion carried.

Committee Reports:

Finance: Sticha stated that a decision needs to be made as to where we place the remaining ERC funds. Cleeton asked if the additional CD could be placed at FNB since we are covered by the PA Act 72. Further discussion was held regarding the funds and obtaining several CD's. Sticha stated that the Finance Committee will not be able to meet with Kristen Coombs and FNB to review the investments. A meeting will need to be setup in January.

Personnel: Megan Strommer started at the beginning of November and has done well in her position. She has made several changes to a few programs.

Property:

Museum - Sengle reported on the completion of the Howard Street porch and brush was removed beside the Museum.

Bookmobile- Sengle stated the Board needs to sit down and setup a committee and rethink the Bookmobile service what they want it to look like.

Centre Hall – Sengle reported the PPVLS completed a memorial bench for Pat Smith this past year, a music garden was installed this past Summer and a door stop was installed. Sengle is going to do some minor tree work that is near the sidewalk and the Centre Hall expansion is starting to move forward. Sengle stated that he discussed with Dan Decker that there is a part that can be installed on the waterline going into a building. Sengle stated he has not researched it in detail but stated he feels you can program it and if there is water flowing outside normal operating hours it will generate a type of alarm. He stated that this is something that Board should consider looking into for further use at all locations.

Holt – Sengle stated that the exterior and interior projects should be completed by the end of next week. Discussed the parking lot barriers and the deterioration of the blocks. Sengle stated that he talked with the neighbor to see if there were any issues with removing the blocks and he agreed that they could be removed, and lines painted.

Bellefonte branch – Tree removal done early of 2023.

Planning: No updates.

Nomination:

Board vacancies –County board member nominee- Justin Miller submitted his paperwork to the County Commissioners. Sticha received an email stating Justin Miller’s appointment will be put on the agenda for the last Commissioners meeting of the year. **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.**

Taylor asked if the County appointment is the last open seat and Sticha stated that we will go into 2024 with a full board. Philipsburg reappointed Kathleen Gomez and Pam McCloskey is going to stay on as the appointment at large. Cleeton stated that the Bellefonte Borough will do their reappointment at the reorganization meeting January 2, 2024. She has submitted a letter of interest for the reappointment via email.

Comments for the Good of the Order and Adjournment: Barnett reported that Matthew Diebler has been elected as a Spring Township supervisor. Sticha reminded the Board that the Staff holiday party is next Thursday, and the Board will be providing the ham. Clemens gave an update on the status of the State budget. He encouraged the members to reach out to their local Representatives to pass the budget, so libraries can get their payments in January. He read that the House has lost another and the House may not be back in session until March. If this happens and the budget is not passed this will put a further strain on the District. Discussion was held regarding the budget and letters to be sent. Inglesby suggested waiting until January to open the CD’s. Taylor stated that he was concerned if we used the funds from the ERC because the funds have been earmarked for payroll. If it would be used it would need to be reimbursed immediately. Sticha stated we could hold off on adding to the book collections in January.

Prendergast made a motion to adjourn the meeting at 7:57. Seconded by Cleeton. Motion carried.

Respectfully submitted,
Michele Reese
Office Manager