

Centre County Library and Historical Museum Board of Trustees
Thursday, July 23, 2020
Virtual Meeting
6:30 pm

Trustees Present: Matthew Bonchack, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Justin Miller, Kate Pasch, Richard Thompson

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: Matthew Bonchack, President, called the meeting to order at 6:35 pm.

Review and Approval of the Minutes: Inglesby made a motion to approve the June 25, 2020 Board of Trustees Meeting Minutes. Pasch seconded. Motion carried.

Public Comment: None.

Approval/Amendment of the Agenda: Miller made a motion to approve the agenda. Inglesby seconded. Motion carried.

Approval of Reports:

Finance Report: Sticha noted that the Profit & Loss does not include Payroll Protection Plan income because this is still considered a loan; forgiveness application is in progress. Revenue is down, but Library shouldn't end 2020 in a deficit. Current estimate for the total cost of adjusting spaces, moving programming online, and purchasing cleaning and health/safety supplies is around \$8,000. Investment report reflects new account with Kristen Coombs. Finance Committee is working to find a meeting time with First National Bank to review the investment policy on file, Coombs is finalizing investment recommendations. Expense of painting project at the Museum has closed out Womer Fund and will close out Sieg Fund. Audit is in process, should have a draft for review at the August Board of Trustees meeting. Kurtz made a motion to approve the Finance Report. Pasch seconded. Motion carried.

Director's Report: No questions about written Operations Report; Sticha provided an update on reopening, scheduled for August 3. Working on an announcement for the website, as well as a letter to patrons. Sticha provided an overview of plans at each branch aimed at adhering to CDC guidelines. Summer Learning Program is nearly finished, currently 361 sign-ups, roughly have are adults. Virtual programming this summer has included genealogy programs and film discussion groups, next goal is to transition book discussion groups to virtual platform. Virtual storytimes will be explored when Laura Sarge returns from parental leave.

Federation Report: None.

New Business:

John Gabriel Retirement: Longtime Bookmobile Driver John Gabriel has announced his retirement; his last day will be on August 24th. Following Gabriel's retirement, the Bookmobile may need to run on a compressed schedule or be pulled off of the road, pending finding an appropriate part time person to drive it. Gray suggested that Centre County Transportation may be able to recommend drivers who are currently on furlough and could possibly be hired to assist with a compressed schedule. Bookmobile also needs bodywork

that cannot be completed locally, which is a consideration for future planning. Sticha noted that reevaluating the Bookmobile program, particularly with regard to schedule and services, is forthcoming.

Old Business:

Whistleblower Policy: No comments from solicitor regarding the draft Whistleblower Policy. Sticha will follow up at the end of July if no updates are received.

Committee Reports:

Finance: Discussed during Finance Report.

Personnel: Gabriel retirement discussed under New Business. Deborah Snare has been hired as the new Branch Manager at Centre Hall and is working part-time through the end of July and will begin to work full-time in August. Centre Hall hours of operation will be reevaluated after Snare's first day. Holt Memorial Library is in the process of hiring a new Part-Time Library Assistant following the resignation of a team member who worked twenty hours per week. A Part-Time Library Assistant from Centre County Library resigned in early July; Sticha and Branch Manager Bryan Grove have agreed to delay replacing this person or the person who resigned in May and will offer these hours to other staff. Centre Hall is in the process of hiring a Student Library Aide to assist with evenings and weekends; an interview is scheduled. Many staff continue to work remotely, and communicate regularly via Google Chat when offsite. Sticha receives regular reports from staff working remotely regarding work completed. Job realignment has been delayed, but is still a priority.

Property: At the Historical Museum, chimney work has been completed and paid; a quote was received for back porch roof repairs; Paint Ninjas are working on exterior power-washing and painting; removal of exterior wires on building will take place pending information from service providers; a carpet replacement request for proposal is under review by the committee. Kurtz provided an update on the Centre Hall expansion project: preliminary plans have been reviewed and may be finalized in November; fundraising plans are in place but additional participation in the Centre Hall Library Association's Fundraising Committee will be needed to execute the plan.

Planning: Following the conversation regarding Bookmobile service, Pasch noted that she intends to begin to pull case studies of how other libraries have transitioned their outreach services.

Nominating: Justin Miller was reappointed to the CCL&HM Board of Trustees by Bellefonte Borough Council on July 6, 2020. Rotations off of the Board are forthcoming, and suggestions and nominations are welcome.

Fundraising: Sticha noted that she and Trustee Helen DeFilippis have discussed fundraising; Pasch, Kurtz, and community members Ashear Barr and Rhonda Rumbaugh have also expressed interest in serving on the Fundraising Committee, which is working to find a meeting time. Sticha plans to reach out to community member who previously expressed interest in starting a Friends group at Centre County Library.

Comments for the Good of the Order and Adjournment: Inglesby made a motion to adjourn the meeting. Pasch seconded. Motion carried. The meeting adjourned at 8:03 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director, CCL&HM