

**Centre County Library & Historical Museum Board of Trustees Meeting**  
**Thursday, February 24, 2022**  
**Zoom Virtual Meeting**  
**6:30 pm**

**Trustees Present:** Deborah Cleeton, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Pamela McCloskey, Justin Miller

**Trustees Excused:** Helen DeFilippis

**Staff Present:** Denise Sticha, Robbin Degeratu

**Call to Order:** Lindsey Kurtz, President, called the meeting to order at 6:30 pm.

**Public Comments and Correspondence:** Sticha read two pieces of correspondence into the minutes:  
Resignation from Andrew Naugle (Attachment 1)  
Resignation from Kate Pasch (Attachment 2)

**Consent Agenda:** Sticha provided an update on a discrepancy identified in the December 2021 Meeting Minutes during the January 2022 Meeting; Sticha worked with Office Manager Michele Reese and confirmed that \$13,000 was transferred to Centre Foundation rather than \$18,000. Cleeton made a motion to correct the inaccurate number listed for transfer of funds to a new Centre Foundation account. Inglesby seconded. Motion carried.

Inglesby made a motion to approve the minutes of January 27, 2022 and the January 2022 Operations Report. Cleeton seconded. Motion carried.

The minutes of the January 27, 2022 Centre County Library & Historical Museum Board of Trustees Meeting were approved.

The January 2022 Operations Report was approved.

**Finance Report and Investment Summary:** Sticha presented the financial report, investment summary, and the revised 2022 budget. Noted that she and Reese are evaluating options for an additional bank account, as operating funds surpass the \$250,000 FDIC insurance limit when state funds are received at the beginning of each year; a recommendation is forthcoming. Revised budget includes projected American Rescue Plan Act funds and adjustments for anticipated salary changes. Inglesby made a motion to approve the Finance Report and Investment Summary. Miller seconded. Motion carried. Cleeton made a motion to approve the 2022 Budget Adjustment. Inglesby seconded. Motion carried.

**Federation Report:** Sticha noted that the Centre County Federation of Public Libraries Board met on February 10, 2022. Inglesby to serve as Federation Board President, DeFilippis to serve as Federation Board Treasurer. Schlow's representatives to the Board include Kimberly Fragola, Sharon Rovansec, and Barbara Ziff. Meeting discussion on February 10<sup>th</sup> centered on Bookmobile and outreach services broadly and possibilities for the future. Sticha will work with Schlow Centre Region Library Director Lisa Collens to review how other libraries in Pennsylvania manage Bookmobile services.

**New Business:**

*United Way Application:* Sticha provided an update on the United Way Funding Application, due on March 4, 2022. Noted that she is reframing the library program to focus on early childhood literacy. Sticha shared that beginning this year, the Centre County United Way is asking applicants to provide detailed demographic information about its clients, including specific questions about gender and race. Sticha noted that because of the right to confidentiality for library patrons, she was uncomfortable with providing this information, and invited feedback from the Board of Trustees. Open discussion followed; consensus among Trustees was that requesting this information from library patrons is inappropriate and in direct opposition to the mission of the library to provide service to all without discrimination, and compromises patrons' rights to privacy and confidentiality. Sticha noted that the United Way Site Visit will be held on April 13, 2022 and it might be helpful for Trustees to attend to share these concerns during that visit. Sticha to continue with application for this funding cycle.

*North Central Sight Services Donation:* Sticha reminded the Board that a media event will be held on February 28, 2022 to acknowledge the gift of approximately \$10,000 of vision-assistive technology and equipment by North Central Sight Services. McCloskey suggested tracking usage of technology to report out to NCSS and other stakeholders. Sticha noted that following the media event, CCLHM plans to publicize the availability of these pieces of equipment and technology to partners such as the Lions Club and other United Way Partner Agencies.

*Cyber Risk Policy:* Sticha notified the Board that in preparing to renew CCLHM's cyber risk policy, the insurance company notified her that additional authentication measures would need to be adopted to minimize risk of cyberattacks. Technology Coordinator Brendon Andrews is working with Schlow Centre Region Library Head of IT Services Nathaniel Rasmussen to explore expanded security options. For 2022, CCLHM is insured with SAYATA Insurance, and the organization will be working toward higher levels of security and authentication for 2023.

*Social Media Policy:* Sticha presented a proposed Social Media Policy for a first reading, noting that staff have reviewed and provided feedback on the policy but feel favorably about it. Sticha noted that this draft was created after reviewing other library, nonprofit organization, and government entities policies. Kurtz suggested shifting some pieces of the policy around to clarify for staff and for the public; Sticha to make changes and to present to the Board for review at the March 2022 meeting.

*Local and State Advocacy Visits:* In preparing to make visits to municipalities in 2022, Sticha suggested starting with visits to municipalities with library locations in their boundaries. Gray requested a one-sheet summary for each of the visits that included information such as cardholders and usage to communicate to municipalities that their participation is important. Sticha and Kurtz to visit Centre Hall Borough in the Spring; Sticha and Cleeton to make a presentation to Bellefonte Borough in April; Sticha will also set up a meeting with Philipsburg; a sign-up sheet of some sort will be circulated among Trustees. Sticha noted that she and Schlow Director Collens are preparing for visits with state-elected officials: State Senator Corman, Representative Benninghoff, Representative Conklin, and Representative Irvine. Kurtz, Inglesby, and McCloskey all shared that they would be available to join one of those meetings with advance notice of the date and time.

#### **Old Business:**

*Bylaws Amendment:* Inglesby made a motion to amend the Centre County Library & Historical Museum Bylaws, Article 5, Number 1, to read: The Board of Trustees shall schedule no fewer than 6 regular Board

meetings per year. At its final meeting of each year, the Board will determine the meeting schedule for the following year. Additional meetings may be called by the president or by agreement of the majority of the seated Board members. McCloskey Seconded. Motion carried. Discussion followed to set the meeting schedule for 2022 and to select among options presented by Sticha. Gray made a motion to approve the 2022 Meeting Schedule presented with the July 28, 2022 meeting date. Inglesby seconded. Motion carried.

The 2022 meeting schedule shall be as follows:

January 27, 2022  
February 24, 2022  
March 24, 2022  
May 26, 2022  
July 28, 2022  
October 27, 2022  
December 8, 2022

*Centre Hall Library Association Memorandum of Understanding and Expansion Update:* Kurtz provided an update following a Centre Hall Library Association Meeting on February 15, 2022 that was attended by Kurtz, Inglesby, DeFilippis, and Property Committee Member John Sengle. CCLHM Trustees talked through concerns and questions that the Association had regarding the MOU, but the Association declined to sign it. Association Board will meet and discuss the MOU further, and Sticha and Kurtz will meet with Association President Rhonda Rumbaugh after that. Kurtz noted that she is reluctant to move forward with expansion plans without an MOU. Sticha noted that concerns have been raised by some members of the Association regarding how to engage the East Penns Valley Library and the Friends of the East Penns Valley Library. Sticha provided an overview of the history of EPV and its closure. Gray suggested consulting with residents of Centre Hall who might be able to provide additional insights into community needs. Sticha will continue to update the CCLHM Board as the situation evolves.

### **Committee Reports:**

*Finance:* Inglesby invited feedback and comments on the proposed Kristen Coombs Financial Advisors' Investment Policy Statement. Cleeton noted a need to change 'Investment Committee' to 'Finance Committee' throughout the document. Otherwise, no revisions suggested. Cleeton made a motion to approve the Investment Policy Statement from Kristen Coombs' Financial Advisors with the noted change. Inglesby seconded. Motion carried.

*Property:* Inglesby shared that the proposed Centre Hall Expansion was presented to the Penns Valley School District Property Committee earlier in February, and feedback was positive. The drawings will be presented to the Penns Valley School District School Board in March. Sticha noted that Vigilant Security spent two weeks installing a new security system at the Historical Museum Building, with the install finished on February 24<sup>th</sup>. Sterling Stoneworks completed restoration of the second-floor front exterior door. Awaiting updates from Brian Chilton, who is working on parameters for the Museum side porch project; he is expected to join the February 28, 2022 Property Committee meeting. The painter that CCLHM has worked with on other projects evaluated the crack on the wall in Sticha's office and shared that it looks to be related to the wall board pulling away because of the weight of years of wallpaper and paint, but it is not structural.

*Planning:* No report; committee to reform.

*Nomination – Board Recruitment for Philipsburg and Spring Municipalities:* Kurtz reminded Trustees that there are two vacancies on the Board. Sticha has contacted the Philipsburg Borough and has not received a response. DeFilippis has contacted Spring Township but has not shared an update. Sticha noted that she may reach out to former Trustees for recommendations. Gray volunteered to speak to Spring Township Manager Mike Dannaker to solicit recommendations.

*Fundraising – 2021 Annual Appeal Report:* Degeratu provided a brief overview of the Annual Appeal Report that was sent out to Trustees, noting that though there were fewer donating than in the 2020 appeal, revenue was higher. Added that more granular data broken down by ZIP Code is available on request.

**Comments for the Good of the Order and Adjournment:** Inglesby made a motion to adjourn. Gray seconded. Motion carried. The meeting adjourned at 8:27 pm.

Respectfully submitted,  
Robbin Degeratu  
Administrative Director

Robbin Degeratu <[rzirkle@centrecountylibrary.org](mailto:rzirkle@centrecountylibrary.org)>

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**Fwd: Library Trustee Position**

1 message

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**Denise Sticha** <[dsticha@centrecountylibrary.org](mailto:dsticha@centrecountylibrary.org)>  
To: Robbin Degeratu <[rdegeratu@centrecountylibrary.org](mailto:rdegeratu@centrecountylibrary.org)>

Fri, Feb 25, 2022 at 1:40 PM

FYI

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**Denise Sticha**Executive Director  
Centre County Library & Historical Museum  
[DSticha@centrecountylibrary.org](mailto:DSticha@centrecountylibrary.org)  
814-355-1516 x1008  
[www.CentreCountyLibrary.org](http://www.CentreCountyLibrary.org)

----- Forwarded message -----

From: **Andrew Naugle** <[anaugle@lrcmail.com](mailto:anaugle@lrcmail.com)>  
Date: Tue, Feb 1, 2022 at 1:43 PM  
Subject: Re: Library Trustee Position  
To: Helen S DeFilippis <[hashapira@gmail.com](mailto:hashapira@gmail.com)>  
Cc: Denise Sticha <[dsticha@centrecountylibrary.org](mailto:dsticha@centrecountylibrary.org)>

Helen,

Unfortunately think be best for the library if I resign from the trustee position at this time. I am sorry for not being able to attend more or be a better supporter of the library. If things slow down in my life in the future I would love opportunity to be part of this great board.

Thanks,

Andrew Naugle

Sent from my iPhone

On Feb 1, 2022, at 1:04 PM, Helen S DeFilippis <[hashapira@gmail.com](mailto:hashapira@gmail.com)> wrote:

Hi Andrew,

I am reaching out because we have noticed that you were only able to attend one meeting last year and an information gathering meeting for the Needs Based Assessment. This is concerning because we need representation in the Philipsburg Area. I imagine that work has been extremely busy for you with a new building opening and the ongoing pandemic. Are you able to begin attending the meetings regularly and function as a trustee at this time? There is no pressure to remain on the board if other responsibilities take the majority of your time. If you are not able to, we understand and we would just need a resignation from you. Looking forward to hearing from you by 2/5/2022 about this topic. Thank you.

--

Helen S DeFilippis

February 04, 2022

Denise Sticha Executive Director

Centre County Library & Historical Museum

203 North Allegheny Street

Bellefonte, Pa. 16823

Dear Denise,

This letter is to inform you and the Library Trustee Board that I must resign as a Board member on the CCLHM Board of Trustees effective immediately.

It has been my distinct pleasure to serve with you and the other members of the CCLHM Board of Trustees, however I must resign due to a move out of state.

The future is bright for the CCLHM due to you and the Board of Trustees professional standards and excellent insight. Innovation and dedication to the mission will carry you forward.

I wish you all the best.

Sincerely,

Kathy (Kate) Pasch