

Centre County Library and Historical Museum Board of Trustees Meeting
Thursday, March 24, 2022
Zoom Virtual Meeting
6:30 pm

Trustees Present: Deborah Cleeton, Helen DeFilippis, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Pamela McCloskey

Trustees Excused: Justin Miller

Trustees Absent: Andrew Waxman

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: None.

Consent Agenda: Gray made a motion to approve the minutes of February 24, 2022 and the February 2022 Operations report. DeFilippis seconded. Motion carried.

The minutes of the February 24, 2022 Centre County Library & Historical Museum Board of Trustees Meeting were approved.

The February 2022 Operations Report was approved.

Finance Report and Investment Summary: Sticha provided an overview of the financial report, noting that State Aid was not received until March 7, 2022, thus does not show up on the February report as expected. Sticha will work with Office Manager Michele Reese to open a new money market account for the library at Kish Bank where funds exceeding those covered by FDIC insurance will be deposited. Sticha noted that some monies from the Janet Woods Fund have been moved to a different account at the recommendation of Kristen Coombs. DeFilippis made a motion to approve the Financial Report and Investment Summary. Cleeton seconded. Motion carried.

New Business:

Auditing Firm RFP: Sticha shared that while she and Reese have been happy with the current auditor, ARO & Company, the company plans to move its firm away from auditing services at the end of the year. ARO will initiate the 2021 audit in early April. Sticha plans to work with the Finance Committee to develop an RFP for auditing services beginning in 2023.

Centre Hall 25th Anniversary Celebration: Sticha suggested that it would be appropriate to establish a small CCLHM Board committee to work with staff to plan for a celebration on the 25th anniversary of the Centre Hall Area Branch Library's grand opening in September 2022. DeFilippis and Kurtz volunteered to assist, and DeFilippis outlined plans to cooperate with partners in Centre Hall.

County Board of Elections: Sticha shared that CCLHM has been approached about using either the main library in Bellefonte or the Historical Museum as a voting location in the May Primary Election. Gray provided an overview of the requirements for a site serving as a polling place, and Cleeton shared personal experiences based on time as a poll worker. Inglesby made a motion to approve using a CCLHM location in Bellefonte as a polling location contingent upon the Elections Board approving one of these locations. Cleeton seconded. Motion carried. Sticha to work with Jodi Nedd from Centre County Government to determine whether the library building or museum building would be a good fit.

Old Business:

Centre Hall Library Association Memorandum of Understanding (MOU) and Expansion Update: Kurtz provided an overview of a meeting with the Centre Hall Area Branch Library Association (CHABLA) to discuss concerns that the CHABLA raised about the proposed MOU. Kurtz outlined changes to the MOU agreed upon in that meeting and highlighted good faith actions by both CHABLA and the CCLHM Board. Kurtz requested that the remaining Trustees review the changes and vote by email by April 4, 2022.

Social Media Policy Update: Sticha shared that one of the PANO workshops that she had attended addressed social media policy. Plans to hold off on requesting review and prospective approval of the proposed policy until she has a chance to review it in light of this workshop.

United Way Site Visit: Sticha provided an overview of the format of the United Way Site Visit, which is scheduled for Wednesday, April 13 at 5:30 pm via virtual meeting. Noted that Youth Services staff members will attend to speak to children and youth services and impact.

Advocacy: Sticha outlined upcoming meetings with State Senator Jake Corman, as well as State Representative Kerry Benninghoff and State Representative Scott Conklin. Meetings will focus on the proposed 19% funding increase over multiple years, and how that increase will play out in libraries in Centre County.

Committee Reports:

Finance: No report.

Personnel (Administration and Human Resources): No report.

Property: Inglesby provided an update on the side porch project at the Historical Museum, noting that Brian Chilton Designs is following up on questions from a meeting about the project. No report. Sticha added that the Penns Valley School Board met and the proposed expansion plans for the Centre Hall Area Branch Library were presented and the response was favorable. The School Board indicated that it is in favor of amending the library's lease agreement once funding for construction is in place. Sticha added that the Tourism Grant application for 2022-2023 is due prior to the next meeting, and that the Property Committee will meet to identify the appropriate project.

Planning: No report.

Nomination: Sticha shared that neither Philipsburg Borough nor Spring Township have made recommendations for individuals they would like to have represent their municipalities on the Board. Sticha is soliciting ideas, as is Gray.

Fundraising: Sticha noted that CCLHM is registered for Centre Gives and that Communications Manager Jenn Malik-Williams is developing a plan that will engage the community in this giving event. Added that solicitation has gone out to businesses and organizations for the Summer Library Pursuit. Following a suggestion from Inglesby, Sticha is looking into the necessary steps to have CCLHM declared as an approved Educational Improvement Organization that would be eligible for Educational Improvement Tax Credit funds.

Comments for the Good of the Order and Adjournment: Inglesby made a motion to adjourn. DeFilippis seconded. Motion carried. The meeting adjourned at 7:39 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director