

**Centre County Library and Historical Museum Board of Trustees**  
**Thursday, September 3, 2020**  
**Virtual Meeting**  
**6:30 pm**

**Trustees Present:** Matthew Bonchack, Helen DeFilippis, Margaret Gray, Melissa Hombosky, Carl Inglesby, Kate Pasch, Richard Thompson

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

**Guests Present:** Amanda Liedtka

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

**Presentation and Review of the 2019 Audit:** Amanda Liedtka of ARO & Company presented the 2019 audit. Noted that all work in the field went smoothly and that the only adjustments that the ARO team requested were reclassifications of expenses. Pension information has not been made available by the provider, but will be included in the 2020 audit. No major changes from last year's audit, though the presentation of financials was changed to reflect that of other nonprofits for ease of review. Hombosky made a motion to approve the audit. DeFilippis seconded. Motion carried.

**Review and Approval of the Minutes:** Inglesby made a motion to approve the July 23, 2020 Board of Trustees Meeting Minutes. Thompson seconded. Motion carried.

**Public Comment:** Sticha shared two pieces of correspondence. John Gabriel, who recently retired, expressed his thanks for the gifts and sentiments he received from the Board, the staff, and the community. Kathy Carr, who also recently resigned, express her thanks for the gift she received from the board as well as the well wishes.

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

### **Approval or Reports**

*Finance Report:* Sticha presented the Finance Report and noted that expenses are tracking as expected overall, with some expenses low, and others, such as personnel, tracking normally. Noted that until the Payroll Protection Program funds are forgiven, they will be classified as a loan rather than a grant as recommended by the auditor. At this time, it appears that the rest of 2020 will go as expected financially, though 2021 is uncertain. Inglesby made a motion to approve the Finance Report. DeFilippis seconded. Motion carried.

*Director's Report:* Sticha provided an additional update to the written report, giving an overview of operations following the resumption of limited in-house services, noting that patrons have been respective and have complied with COVID-19 precautions. Sticha also added that the Bookmobile is not in service partly because of John Gabriel's retirement, and partly because the generator has failed. Sticha plans to split the position into two part-time positions, and will endeavor to begin the hiring process in September. Bonchack suggested that it would

be prudent to designate an ad-hoc Bookmobile Taskforce to evaluate the Bookmobile program and future options to improve its effectiveness.

*Federation Report:* The Federation is anticipating funding issues in 2021 and beyond. During August's Federation Meeting, Gray noted that Centre County received CARES funding and that a county block grant is forthcoming for not-for-profit organizations.

## **New Business**

*Pennsylvania Municipal Retirement System:* The Board reviewed a memorandum from Finance Assistant Michele Reese notifying them that Centre County Library & Historical Museum will have a minimum municipal obligation to the Pennsylvania Municipal Retirement System beginning in 2021. The Board acknowledged this obligation, and Sticha will ensure that it is factored into the budget.

## **Old Business**

*Whistleblower Policy:* No further comment from Tracey Benson. Sticha will follow up again and hope to have feedback for the September Board of Trustees meeting.

## **Committee Reports**

*Finance:* First National Bank has submitted a revised Investment Policy Statement for review, which will require two signatures.

*Personnel:* None

*Property:* Centre Hall expansion project is in a holding pattern, and additional conversations are needed with the Centre Hall Library Association to discuss plans. The Museum painting project is more than halfway finished, and Paint Ninjas is planning to try to push over the next two weeks to finish. The two porches off of Howard Street are being evaluated by a number of contractors to assist in helping determine whether they need to be fully replaced at this time. Ants in large numbers were seen near the porches; Sticha will call an exterminator to evaluate.

*Planning:* Pasch plans to direct attention to the Bookmobile reimagination project.

*Nomination:* Bonchack and Thompson are rotating off, DeFilippis and Hombosky are finishing their first terms. Sticha and Bonchack will reach out to prospective Trustee Andrew Naugle, as will Thompson.

*Fundraising:* Sticha and DeFilippis plan to begin working on this in the coming week, possibly reusing some of the language from CCL&HM's letter to the community from early August.

**Comments for the Good of the Order and Adjournment:** Inglesby made a motion to adjourn. Gray seconded. Motion carried. The meeting adjourned at 8:06 pm.

Respectfully submitted,  
Robbin Degeratu – Administrative Director