

Centre County Library and Historical Museum Board of Trustees
Thursday, September 24, 2020
Virtual Meeting
6:30 pm

Trustees Present: Matthew Bonchack, Helen DeFilippis, Margaret Gray, Melissa Hombosky, Carl Inglesby, Lindsey Kurtz, Richard Thompson

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: Matthew Bonchack, President, called the meeting to order at 6:31 pm.
Staff: Denise, Robbin

Review and Approval of the Minutes: Inglesby made a motion to approve the September 3, 2020 Board of Trustees Meeting Minutes. Thompson seconded. Motion carried.

Public Comment: Bonchack recounted a conversation with Circulation Desk staff at Centre County Library in Bellefonte, who all noted that reopening had gone smoothly, and no major issues had emerged thus far.

Approval/Amendment of Agenda: Sticha and Bonchack noted that the Board should discuss and consider a resolution for waiver of standards; added this under “New Business”. DeFilippis made a motion to approve the agenda with the suggested addition under “New Business.” Inglesby seconded. Motion carried.

Approval of Reports:

Finance Report: Sticha reviewed the Profit and Loss through the end of August. Noted that local government contributions are low, but that municipal solicitation would go out soon and that some smaller municipalities historically contribute in Quarter 4. Revenue from fines, fees, and photocopies is still limited. Fleagle funds and revenue from the annual solicitation can also be expected in Quarter 4. Sticha noted that in some expense lines – such as PR/media and admin/office supplies - are tracking high because of COVID-19, while others – such as travel - are tracking lower than expected. Book purchasing is currently low, but Sticha anticipates being on-track to meet state standard of 12% by the end of the year. Thompson requested a breakdown of local government contributions by municipality; Sticha indicated that she would ask Finance Assistant Michele Reese to send this out.

The 2019 audit for CCL&HM has been completed and submitted.

Sticha reviewed the investment report, noting that the investments with First National Bank did well in August, and that the investments with Kristen Coombs will grow as the portfolio is built up. The Neilly estate will be closed out in September to pay for Ancestry Library Edition. Money from the Janet Woods Estate will be transferred in September to pay Paint Ninjas for the museum painting project. Kurtz made a motion to accept the Finance Report. Thompson seconded. Motion carried.

Director's Report: Sticha amended her Operations Report with a number of September updates. Sticha and Reese completed the Centre County CARES Act Grant Application for nonprofits and submitted it on September 23rd. The Federation also applied for this grant to help with costs of Internet connectivity and telephone. Sticha worked with staff members Lisa Shaffer and Laura Sarge to complete a short video for a United Way campaign. As of September, libraries are still open for reduced hours but are not as busy as this time last year; reduced hours allow staff to clean libraries and disinfect books. Management team met to discuss and plan for increased virtual programming. Schlow's management team met and reported that they are still not planning to resume limited in-house services, and staff who aren't assigned to curbside pickup are focusing on virtual programming. Downtown Bellefonte Inc. and the Centre County Emergency Agency donated personal protective equipment and other COVID-19 mitigation supplies to the libraries. Still no issues with patrons refusing to wear masks while in the library; overall, patrons are extremely appreciative that CCL&HM libraries have resumed limited in-house services.

Federation Report: Sticha noted that there is an upcoming due date for plans for the use of state aid to the Office of Commonwealth Libraries; she will work on these with Schlow's Executive Director, Cathi Alloway. Alloway has moved forward her retirement date to April 2021; Schlow is preparing to search for her replacement.

New Business:

CARES Grant: Sticha submitted this grant application on September 23rd. If fully funded, Centre County Library & Historical Museum will receive approximately \$20,000. The Federation also applied, and if it is fully funded, it will receive \$15,000.

Charge Card Policy: This proposed policy outlines how CCL&HM handles charge card transactions, and checks and balances. This document formalizes current practices. Bonchack determined that since this document is more procedural, it did not require a formal motion. The Board approves by consensus the institution of the Charge Card Policy and appreciates the recommendation and help of the auditor to establish a policy.

Resolution for Waiver of Standards: Sticha explained that because of COVID-19 mitigation efforts, CCL&HM will not be in compliance with the Office of Commonwealth Libraries' standards for required open hours in 2020. Sticha asked that the Board consider approving a resolution to seek a waiver of standards. Sticha added that "open hours" is the only area of standards for which she anticipates CCL&HM needing a waiver. Inglesby made a motion to approve the Board Resolution for the Waiver of Standards for 2020 as submitted. DeFilippis seconded. Motion carried.

Old Business:

Whistleblower Policy: No response from Benson despite four attempts to have him review the proposed Whistleblower Policy. This is a necessity for CCL&HM as a nonprofit entity. No major concerns identified by the board. Gray advocated for legal review of the policy in light of the seriousness of Whistleblower situations. Inglesby is pursuing additional pro-bono legal review of the Whistleblower Policy by a personal contact.

Bookmobile Update: The brakes on the Bookmobile have failed due to a problem with an air hose. Mechanic Sam Gray will fix this issue onsite where the Bookmobile is parked for \$800. Even though the Bookmobile is not currently operating, it is important for it to be operational so that it can be moved as needed within the lot, which is maintained by the county. Dave Lomison of Centre County Transportation has been notified of the current issue with the brakes and is aware of the timeline for repair. Sticha noted that though CCL&HM is not currently spending a great deal of money on the Bookmobile, regular maintenance is necessary, and it may be time to begin critically evaluating expenses. Once the Bookmobile is drivable again, it will be moved to the parking lot at Centre County Library in Bellefonte so that space can be assessed and popular titles can be pulled off for circulation. Sticha worked with Schlow to ensure that people can no longer put holds on Bookmobile materials. Mail service is still being offered to Bookmobile patrons on request.

Committee Reports:

Finance Committee: No updates.

Personnel: DeFilippis and Hombosky are holding Sticha's annual review meeting on September 28th at 1:00 pm. A report will be shared with the Board after the fact.

Property: Painting project is progressing at the Museum building, but a great deal of work needs to be completed including putting up shutters and ground-level work. The two-story side porch on the museum is going to require substantial work, so having it painted now does not make sense. Committee member John Sengle has drafted a preliminary RFP, but it cannot define the scope of work because of uncertainty about the condition of the foundation under the porch; Sticha has contacted an architect to evaluate the porches and provide an opinion. Porch has emerged as a more pressing concern than anticipated, as there is damage occurring on the walls of the building because of it. Further Board discussion centered on whether to extend Paint Ninjas' contract into the spring to finish painting, or to close out the contract and bundle painting of the porch after repairs into the RFP for that project. Consensus was to approach Paint Ninjas to clarify additional cost for items like historic glass replacement, and to suggest removing painting of the porch from the contract.

Centre Hall Expansion: Sticha provided an update on activities of the Centre Hall Library Association, including new conversation about what the actual needs of the community and the library are, and will be in the future. Sticha and Sengle plan to attend a meeting with the architect in October. Board concern centered on the major fund development needed for this project, and what seems to be a limited capacity for the Association to do this. The Association is planning to conduct another community survey to better define needs and direction of this project if it moves forward. Board agreed that they may determine that it is necessary for CCL&HM to take steps to ensure that this project happens. Sticha pointed out that increased involvement by CCL&HM in this project will require the support of staff time. Discussion of proposed expansion to continue at a future Board meeting no later than December 2020.

Planning: No report.

Nomination: Hombosky is not planning to renew term, but is interested in serving on the Fundraising Committee; she has publicly asked for interest from other members of Bellefonte Borough Council and the public at large to fill the vacancy to be appointed by Bellefonte Borough. Thompson's term is expiring, and will need to be filled by a Philipsburg Borough Appointee. Andrew Naugle is still interested in serving on the Board and is a resident of Philipsburg Borough; Gray suggested asking Philipsburg Borough if they have any suggestions, and letting them know that Naugle has expressed interest. Sticha will reach out to Philipsburg Borough. Bonchack's term is ending, and will leave a Board Appointment vacancy. DeFilippis will remain on the Board for a second term.

Fundraising: Sticha identified the municipal solicitation and annual fund drive as big forthcoming projects. These will be completed in concert with drafting the 2021 budget. DeFilippis will initiate scheduling a Fundraising Committee meeting, and will include community members Ashear Barr, Kathy Gephart (interested in forming a Friends group at Centre County Library), Rhonda Rumbaugh (Centre Hall Library Association), and a member of the Friends of Holt Memorial Library.

Comments for the Good of the Order and Adjournment: Inglesby made a motion to adjourn. Kurtz seconded. Motion carried. Meeting adjourned at 7:40 pm.

Respectfully submitted,

Robbin Degeratu
Administrative Director