

Centre County Library & Historical Museum Board of Trustees
Thursday, October 22, 2020
Virtual Meeting
6:30 pm

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

Staff Present: Denise Sticha, Robbin Degeratu

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

Review and Approval of the Minutes: DeFilippis made a motion to approve the September 24, 2020 Board of Trustees Meeting Minutes. Inglesby seconded. Motion carried.

Public Comment: None.

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

Approval of Reports:

Finance Report: Sticha noted that expenses are tracking as expected; purchasing materials has increased, but line items like travel are lower than normal. Municipal solicitations will go out before next meeting, so those contributions will be new revenue. In reviewing the investment report, Sticha pointed out that the market was not strong in September and small gains were made in First National Bank investments. As outlined in the finance plan, two smaller bank accounts were closed out. Operating money fund currently includes monies from the Janet Woods Estate set aside for incidental museum expenses; final balance was not paid to Paint Ninjas in September. Still waiting to begin PPP Loan forgiveness application with First National Bank, may be affected by forthcoming legislation. Monthly income from Centre County and the United Way continues to arrive. Sticha anticipates ending the year in a strong position financially. Pasch made a motion to accept the finance report. Thompson seconded. Motion carried.

Director's Report: Operations continue to run relatively smoothly in all libraries. Following a return from parental leave, Children's Librarian Laura Sarge has done a commendable job trying to transition children's services and programs to an online format. Centre County Library is working on running its book discussion group virtually. CCL's Film Discussion Group and PA Room programming continue to go well virtually. Sticha pointed out that the transition to virtual has highlighted where additional technology training might be needed, as well as technology purchasing. Sticha noted that CCLHM submitted a United Way partner video in September, which was pulled together primarily by Sarge and Bibliographic Services Assistant Lisa Shaffer. Sticha provided a personnel update, noting that Centre Hall Branch Manager Deborah Snare was terminated during a review of her probationary status on September 30, 2020. CCLHM is currently advertising for a new Branch Manager at Centre Hall, a new part-time Library Assistant at CCL, and two part-time Bookmobile Drivers. Working to schedule interviews for Centre Hall and Centre county Library. Bookmobile is still off of the road due to mechanical issues; patrons are working with Shaffer for materials by mail, and Sticha is fielding patron concerns. Sticha provided a brief update on Schlow Centre Region Library's operations, noting that they have still not resumed in-house services apart from some computer appointments. Sticha added that she and Schlow Director Cathi Alloway worked on plans for Use of State Aid as well as County Coordination Aid, and all materials were submitted by the deadline. Sticha, Sarge, and

Degeratu all attended the Pennsylvania Library Association's 2020 Virtual Conference from October 19-21, and will submit reports in the coming weeks.

DeFilippis inquired about items under concerns on Sticha's Operations Report. Sticha noted that those items are listed as a reminder to the Board that they are major priorities that need to be address, but that much of her time is spent on Facilities concerns and working to deadlines. Because of lack of deep bench, many of Sticha's responsibilities cannot be delegated, as other staff are running day-to-day operations. DeFilippis requested instruction from Sticha regarding items that the Board could assist with.

Federation Report: Sticha noted that the Federation applied for and received a Centre Foundation grant to assist with projects related to relief from COVID-19. Funding was received to purchase twelve (12) Wi-Fi hotspots. These are currently being outfitted and refurbished, and three will be available at each location (Schlow, CCL, Centre Hall, and Holt) for checkout. Sticha will work with technology and circulation staff to define logistics of circulation during the grant period, and after that period ends.

New Business:

Sticha Health Insurance: Board members confirmed that they reviewed a proposed Medicare Supplemental Plan as an option for Sticha. This arrangement is available because CCLHM has fewer than 50 employees, and will save the organization a large amount of money while providing comparable coverage for Sticha. DeFilippis made a motion to approve a Supplemental Plan for Denise Sticha from MediPlan Connect as outlined via email on October 22, 2020. Inglesby seconded. Motion carried.

2021 Holiday Closings and Meeting Dates: No comments or concerns apart from changing dates on these documents to 2021 rather than 2020. Inglesby made a motion to accept the proposed holiday closings schedule with the correction of the year to 2021. Pasch seconded. Motion carried. Inglesby made a motion to accept the proposed Board of Trustee meeting dates with the correction of the year to 2021. DeFilippis seconded. Motion carried.

Legislative Advocacy: Sticha encouraged Trustees to reach out to local legislators on the phone, via email, or in a handwritten letter. Suggested telling your library story, explaining why you serve on the Board of Trustees, and why you feel libraries deserve level or increased funding in the next budget year. Following elections in November, Sticha and Alloway will pursue a meeting with State Senator Corman and State Representative Benninghoff. Bonchack requested a shortlist of three talking points, and any relevant data to emphasize local impact of libraries.

Old Business:

Whistleblower Policy: Following the September Board of Trustees meeting, Solicitor Tracey Benson responded with some minor revisions to the proposed Whistleblower Policy. These were reinforced by Trustee Inglesby's contact, who also reviewed the policy. Gray thanked the Board and staff for being patient with the process. Gray made a motion to approve and adopt the Whistleblower Policy as amended and included in the Board packet. Inglesby seconded. Motion carried. Board discussed identifying an Alternate Compliance Officer. DeFilippis made a motion to approve Inglesby as the Alternate Compliance Officer. Thompson seconded. Motion carried. Appointment of the Alternate Compliance Officer will be included in Board of Trustees elections and appointments in the future.

Committee Reports:

Finance: No report.

Personnel: Sticha noted that the Board may want to reconsider offering Holiday Time Earned to employees. Though it is generous, it may be excessive, particularly for staff who aren't normally scheduled on the weekends, which Holiday Time Earned aims to compensate for. Bonchack requested further discussion of this part of the Personnel Policy in November.

Property: Paint Ninjas has still not completed work at the Museum, with no additional work completed since early October. Sticha plans to send out a draft addendum the last week of October. Inglesby plans to call to follow up on work to be completed. Museum's hot water heater ruptured in October; fortunately, a volunteer was in the basement at the time and notified staff immediately. No collections were affected, and Facilities Manager Troy Butler was able to turn off the water. Water heater was replaced the same day, and expansion tank was replaced on October 22nd. Gray asked if CCLHM received notification following an emergency gas leak situation in Bellefonte on October 16th; Sticha noticed that no notification was received announcing the evacuation order, only the cancellation of the order. Gray noted that Bellefonte Borough is running a debrief meeting in an attempt to improve communication in the future, and it might be helpful for the library to be a part of that.

Discussion of the Centre Hall Library Expansion Project began, highlighting some thoughts shared by Trustee Lindsey Kurtz via email prior to the meeting, which centered on identifying clear objectives for the next steps of the project. Sticha noted that a meeting is scheduled for CCLHM Trustees and the Association on November 9th, which Sticha, Kurtz, Inglesby, DeFilippis, and Property Committee member John Sengle Hope to attend. Hombosky noted that a lack of clear goals for the Association is preventing meaningful progress on the project, and that Sticha's time would be better spent on pressing concerns such as the annual appeal. During conversation, Trustees agreed that there is a lack of clarity about whether the specific proposed plans will meet the community's needs, and that there is a great deal of fundraising to do before financing and grant applications can be considered. Following extended discussion, Trustees and Sticha agreed that the focus of the meeting with the Association on November 9th should be clarifying decision making and next steps for the Association. Sticha and Trustees will collaborate via email to come up with a clear agenda and set of expectations in advance of this meeting.

Planning: Pasch shared that she has drafted an agreement form for Bookmobile host locations once the Bookmobile is back on the road that would formalize this arrangement. She also began to research grants that could be used for the Bookmobile, and noted that the USDA has given Bookmobile grants in the past to those that serve rural areas. Pasch also noted that a transitional option might be contacting local car dealerships to see whether they might be willing to donate a smaller vehicle to serve limited delivery services to Bookmobile patrons.

Nomination: Sticha contacted the Philipsburg Borough Manager, Council President, and Secretary to ask about making an appointment to the CCLHM Board of Trustees, but received no response. DeFilippis will follow up.

Fundraising: No report.

Executive Session: Inglesby made a motion to enter Executive Session. Thompson seconded. Motion carried. Executive Session began at 8:00 pm. Thompson made a motion to exit Executive Session. Inglesby seconded. Motion carried. Executive Session Concluded at 8:50 pm.

Comment for the Good of the Order and Adjournment: DeFilippis made a motion to adjourn. Miller seconded. Motion carried. The meeting adjourned at 8:50 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director