

Centre County Library and Historical Museum Board of Trustees
Thursday, December 9, 2021
Zoom Virtual Meeting
6:30 p.m.

Trustees Present: Deborah Cleeton, Helen DeFilippis, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Justin Miller, Kate Pasch, Andrew Waxman*

Trustees Excused: Pamela McCloskey, Andrew Naugle

Staff Present: Denise Sticha, Robbin Degeratu

**Non-voting Trustee*

Call to Order: Helen DeFilippis, President, called the meeting to order at 6:31 pm.

Public Comments and Correspondence: None.

Consent Agenda: Cleeton made a motion to approve the minutes of October 28, 2021 and the October/November Operations Report. Inglesby seconded. Motion carried.

The minutes of the October 28, 2021 Centre County Library & Historical Museum Board of Trustees Meeting were approved as submitted

The October/November Operations Report was approved

Finance Report: Sticha reviewed the financial documents through November 2021. Noted that CCLHM is projected to finish the year on a strong financial note. Sticha provided an outline of monies that are forthcoming, including donations for the annual appeal. Inglesby made a motion to approve the financial report and investment summary. Miller seconded. Motion carried.

Agenda Items:

Halfmoon Township Supervisors Meeting/Update on Municipal Support: Sticha shared that CCLHM was invited to present at the November Halfmoon Township Supervisors meeting to discuss library funding; Sticha invited Lisa Rives Collens, Director of Schlow Centre Region Library, to attend and co-present regarding how library funding works. The presentation included a broad overview of library funding in Centre County, and Collens provided statistical data related to patrons who reside in Halfmoon Township. DeFilippis and Inglesby, who also attended, commended the presentation and noted that Sticha and Collens made a favorable impression on the Halfmoon Township Supervisors.

Centre Foundation Account/Matching for New Accounts: Sticha provided an update on the move of the principal-protected McQuiston/Rodvein/Young Memorial Fund into Centre Foundation. Centre Foundation Director Molly Kunkle reached out upon receiving the check for the transfer and notified Sticha that in honor of the Foundation's 40th anniversary, Centre

Foundation is matching up to \$15,000 on all new accounts, and encouraged Sticha to consider opening a new account with these monies. Bookkeeping of both Centre Foundation accounts would be managed by their staff, and CCLHM would receive a single distribution. The fund being moved to Centre Foundation is approximately \$18,000, so an additional \$15,000 would be provided by Centre Foundation. Sticha formally recommended opening a new account to take advantage of these matching funds. Inglesby made a motion to move the McQuiston/Rodvein/Young Memorial Fund to a new account at Centre Foundation to take advantage of the 40th anniversary opportunity. Cleeton seconded. Motion carried.

Security System upgrades for Museum building: Sticha outlined issues surrounding the outdated security system at the Museum and the expenses for service on the system. She and other staff have explored how much it would cost to replace the system with a system supported by Vigilant Security Inc., which is used as Holt Memorial Library: \$14, 853.85 for replacement, plus monitoring charges billed quarterly and service calls billed by quarter hour. Inglesby noted that costs would be recouped quickly because of the difference in monthly pricing and the way that service calls are calculated. Inglesby made a motion to engage Vigilant Security Inc. as the new security system provider, including a security system upgrade. Miller seconded. Motion carried.

Centre Hall 25th Anniversary Plans/Expansion Steps: Sticha noted that 2022 is the 25th anniversary of the Centre Hall Area Branch Library; added that it would be an appropriate time to approach the Centre Hall Borough about increasing its financial support in recognition of 25 years of service.

2022 Proposed Budget: Sticha opened conversation about the proposed budget, which included anticipated level funding from major funding sources and a cost-of-living increase for staff. Noted that the proposed budget incorporates the changes to staffing that were made in late 2021, and allows for CCLHM to meet its required 12% budget spending on library materials. The proposed budget does not require drawing on investments. Cleeton made a motion to approve the proposed 2022 budget as presented. Inglesby seconded. Motion carried.

Bylaws Amendment: Sticha introduced a proposed amendment to the bylaws that would adjust language to provide flexibility for meeting locations and to include video conferencing. Invited the Board to consider these changes, with the option of voting to approve the proposed amendment in January.

2022 Meeting Schedule/Holiday Closings: Board reviewed proposed meeting schedule for Board of Trustees Meetings in 2022; Gray suggested exploring moving to meeting every other month, and Sticha noted that this would allow more time for committees to meet in between. Gray to clarify when schedule should be finalized for Sunshine Act reporting; Sticha to confirm the number of required meetings per month in the Pennsylvania Library Code. Board went on to review the holiday closure schedule. Inglesby made a motion to approve the 2022 Holiday Closure Schedule. Pasch seconded. Motion carried. Gray asked Sticha to check the holiday closure schedule for Schlow Centre Region Library to ensure that CCLHM staff are being provided comparable time off.

Committee and Representative Reports:

Finance Committee: Inglesby provided an overview of an investment review meeting that the committee had with representatives from First National Bank. A conservative approach is being used with CCLHM's investments with FNB but were performing well as of the date of the meeting in mid-November. Committee is scheduled to meet with Kristen Coombs in December.

Property Committee: Inglesby and Sticha provided an overview on numerous property-related concerns. Historical Museum building shutters were all returned and installed by Paint Ninjas, but were installed incorrectly; Inglesby will follow up and will coordinate with Facilities Manager Troy Butler to ensure this is corrected. Brian Chilton met with Inglesby and others and took necessary measurements for the plans he is creating for the Museum's Howard Street porch; coordinated with Robbin Degeratu to review existing drawings for the building. Inglesby to check in with Chilton. Sticha noted that Sterling Stoneworks is schedule to restore a door/doorframe on the second floor (front exterior) of the Museum building beginning on January 10th. Sticha also noted that the Friends of the Holt Memorial Library donated funds to cover the cost of landscaping at the library; the new landscaping will be easier to maintain, includes lots of mulch, and provides spots for some potted plants to be added seasonally. Feedback from the public has been very positive.

Personnel Committee: Sticha noted that Centre County Library Branch Manager Nicholas Struble is approaching his six-month evaluation date, and commended his performance thus far. Noted that the library is currently advertising for two part-time library assistants for Holt Memorial Library. DeFilippis added that she and Kurtz will conduct Sticha's annual review on December 20, 2021 and will share notes with the rest of the Board.

Nomination/Governance Committee: DeFilippis encouraged other Trustees to continue to speak to people within their network about the possibility of serving on the Board or on a committee. Kurtz expressed willingness to pursue a second term as the Centre Hall appointee to the Board; Sticha plans to reach out to Centre Hall Borough about the proposed reappointment. Sticha reminded Trustees that elections will take place at the meeting in January.

Planning Committee: Pasch noted that she continues to work on survey questions, and may reach out to new Communications Manager Jennifer Malik-Williams for feedback on wording in the coming months.

Fundraising/Development Committee: Sticha noted that Malik-Williams coordinated a stronger social media push for GivingTuesday, which was on November 30, 2021. Degeratu provided a brief overview of how onboarding into the new donor development program, Little Green Light, is going, and provided an update on income from GivingTuesday and the Annual Appeal to date. DeFilippis added that there will be an increased push to connect with municipalities in Centre County regarding library funding, and requested that Trustees consider which municipalities they would be comfortable engaging with in the new year.

Comments for the Good of the Order: Sticha noted that Saturday, December 11, 2021 is Bellefonte Victorian Christmas and that events will take place at both the Historical Museum and Centre County Library. Also added that the staff holiday brunch is scheduled for Thursday,

December 16, 2021, which will be catered. DeFilippis added thanks to the rest of the CCLHM Trustees for flexibility, commitment, volunteer hours, and hard work.

Adjournment: Inglesby made a motion to adjourn. Gray seconded. Motion carried. The meeting adjourned at 8:05 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director