

**Centre Count Library & Historical Museum Board of Trustees Meeting**  
**Thursday, July 28, 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

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

**Guests Present:** Kathleen Gomez, April Gunsallus

**Public Comments and Correspondence:** None

**Consent Agenda:** DeFilippis made a motion to approve the minutes of May 26, 2022, the May 2022 Operations Report, and the June 2022 Operations Report. Inglesby seconded. Motion carried.

The minutes of the May 26, 2022 Centre County Library & Historical Museum Board of Trustees Meeting were approved.

The May 2022 Operations Report and the June 2022 Operations Report were approved.

**Finance Report and Investment Summary:** Sticha noted that the finance report and notes about the finance report were sent out in advance, and that expenses are tracking as expected at the mid-year mark. CCLHM will receive an increase in state funding in January, expecting to learn how much in August. Sticha projects an 8-10% increase in state funding. Kurtz followed up to ask about the strategy for engaging the municipalities in our funding solicitation, and Sticha outlined the plans that she has been making with Communications Manager Jenn Malik-Williams. Cleeton made a motion to approve the Finance Report and Investment Summary. McCloskey seconded. Motion carried.

**New Business:**

*Friends of Holt Memorial Library MOA:* Sticha shared that the Holt Friends did not meet in July, but that at their June meeting, she attended and presented the original 2014 Memorandum of Agreement to them and changes were discussed. Primary changes will include removing language related to an empty parking lot across from the library, and noting that keys will be given to members of the Friends at the discretion of the Holt Branch Manager and CCLHM Executive Director. Revised MOA will be presented in August, and will hopefully be approved in advance of the next CCLHM Board of Trustees meeting in October.

*Municipal Support Letters:* Sticha added to earlier strategy conversation that her goal is to have these letters in the mail by the end of the second week of August.

*Centre Hall Locker Boxes:* Sticha outlined plans to install locker boxes outside of the Centre Hall Area Branch Library to offer a library material pickup option for patrons who cannot get to the library during normal hours. She is exploring options and pricing, and the Partnership for Penns Valley Library Services

(formerly the Centre Hall Area Branch Library Association) may be interested in paying for the lockers. Goal is to have lockers in place prior to the 25<sup>th</sup> anniversary of the Centre Hall Area Branch Library in late September. Other sites in the Penns Valley are also being explored for future locker installations.

### **Old Business:**

*Centre Hall Area Branch Library Association (now the Partnership for Penns Valley Library Services) MOA:* Kurtz presented the revised Memorandum of Agreement with the PPVLS. Noted that the MOA has gone through substantial revision and discussion. Sticha added that despite the change in name of the organization, PPVLS asserted that their support for CCLHM and the Centre Hall Area Branch Library remains the same. The MOA will be revisited annually, and a separate MOA will be drafted for the capital campaign. DeFilippis made a motion to accept the Memorandum of Agreement with the Partnership for Penns Valley Library Services. Cleeton seconded. Motion carried.

*Board Retreat Plans:* Kurtz outlined plans for a Saturday morning mini Board retreat sometime in August. Further coordination will take place by email.

*25<sup>th</sup> Anniversary Celebration at the Centre Hall Area Branch Library (CHABL):* Sticha shared that CHABL Manager Kathleen Edwards is in the process of planning two events to celebrate the 25<sup>th</sup> anniversary of the library. On Thursday, September 22<sup>nd</sup>, an Open House is scheduled from 5pm-7pm and will include remarks. On Saturday, September 24<sup>th</sup>, a StoryWalk event will take place at Tri-Municipal Park in Centre Hall.

*Penn State Law School:* Sticha was contacted by the Penn State Law School to inquire as to whether the CCLHM Board would like to work with another law student in the coming academic year. This experience gives students insight into how nonprofit boards work, and while it is passive in a virtual environment, could be beneficial as we consider moving back to in-person Board meetings. Consensus among Trustees was to continue to participate in this program.

### **Committee Reports:**

*Finance:* Committee did not meet. Sticha shared that two proposals have been received for the CCLHM audit, and two more may be forthcoming. Suggested that in order to have a competitive pool of proposals, it might be prudent to authorize the Finance Committee to review them in August and award the contract on behalf of the Board. DeFilippis made a motion to authorize the Finance Committee to review audit proposals and award the auditing contract. McCloskey seconded. Motion carried.

*Personnel:* Sticha noted that Jenn Malik-Williams, Communication Manager, resigned effective August 1, 2022. Sticha shared that she met with the Personnel Committee as well as Administrative Director Robbin Degeratu to review some of the specific issues that influenced Malik-Williams' choice to resign, and outlined that conversation for the Board. Sticha is working on clarifying the responsibilities of this role, everyone's job description, and clear expectations for intra-staff communication and collaboration.

*Property:* Inglesby gave an update on property concerns across the system. The Bookmobile is operational again following a hose issue that took it off of the road for several days. Sticha noted that as the Bookmobile ages, it would be worthwhile for the Board to consider what future service models could look like. Inglesby gave an update on the Historical Museum's porch project, noting that the Property Committee is working on refining the 180-page request for proposal document compiled by

Brian Chilton; once the RFP is finalized, it will be sent out to contractors. Sticha noted that the phone systems in Bellefonte were switched to a new provider on July 20<sup>th</sup> and technical issues resulted in phone service for both buildings in Bellefonte being limited for one week. Sticha added that the front door at Centre Hall will be repainted during the week of the Grange Fair, and that the branch will be closed that day.

*Planning:* No updates.

*Nomination:* Sticha invited Gunsallus and Gomez to introduce themselves and to discuss their interest in possibly serving on the Board. Following introductions, Kurtz stated that she would be happy to answer any additional questions that Gunsallus or Gomez might have after the conclusion of the meeting.

*Fundraising:* No committee updates. Sticha shared that an initial meeting of the Friends of Centre County Library in Bellefonte took place earlier this summer with a second meeting scheduled in early August. One portion of the group is focused on organizational structure, while another is in charge of fundraising.

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

Respectfully submitted,  
Robbin Degeratu  
Administrative Director