

Centre County Library and Historical Museum Board of Trustees
Thursday, May 28, 2020
Virtual Meeting
6:30 pm

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

Staff Present: Denise Sticha, Robbin Degeratu

Guests Present: Brady Clemens, John Sengle

Call to Order: Matthew Bonchack, President, called the meeting to order at 6:32 pm.

Review and Approval of the Minutes: Revision to include Inglesby's name on both sets of minutes. DeFilippis made a motion to approve the minutes of the April 23, 2020 and May 5, 2020 Board of Trustees meetings as corrected. Pasch seconded. Motion carried.

New Business:

District Agreement: Clemens presented an overview on the history and function of the Central Pennsylvania Library District, as well as the services that it provides, and invited questions about the District Agreement. Thompson made a motion to accept the District Agreement. Inglesby seconded. Motion carried.

Approval/Amendment of the Agenda: Adjusted to acknowledge District Agreement being addressed first. DeFilippis made a motion to approve the agenda. Motion carried.

Approval of Reports:

Finance Report: Sticha is working to set up investment accounts with Kristen Coombs; will work with Coombs' team to reframe investment policy. No decrease in revenue from Centre County as of now. During closure, some expense lines decreased while others increased. Planning to revisit budget and possibly staff hours after June 30th in line with the Payroll Protection Program. Miller made a motion to approve the finance report. Thompson seconded. Motion carried.

Director's Report: Libraries began accepting returns on May 26th, with books being quarantined for three days and then being disinfected. Library vehicle went out week of May 26th to accept returns; Bookmobile returning to service on June 1st for hold pickup and returns only, and only allowing one person/family in at a time, masks required. Planning to launch vestibule pickup of items on hold at all locations on June 8th. Modified hours will be used throughout the remainder of June; no fines will be charged. Expenses related to COVID-19 are being coded separately to inform budget development.

Federation Report: Federation Board met on May 14th, and focused on plans for dealing with reopening following COVID-19 closure and coordination of messaging.

Old Business:

Leave of Absence without Pay Policy: Sticha provided an overview of revisions made to the policy for leaves of absence. Suggestion made to revise section on processing physicians' report, and to clarify whether PMRS contributions are suspended during a leave of absence. Sticha to correct and send to Board for revision and possible vote via email.

Committee Reports:

Personnel: Sticha noted that following resignation from Zoe Lopez, will need to search for a new Branch Manager at Centre Hall. This hiring process will begin later in the summer.

Property: Sengle summarized progress on two projects at the Historical Museum: chimney repointing, and exterior painting and restoration. Received two bids for chimney work, and four bids for exterior painting. Property Committee made a recommendation that the chimney project be awarded to Peachey Complete Chimney Service and that the painting project be awarded to Paint Ninjas, both projects contingent upon receiving HARB approval. DeFilippis made a motion to award the contract for repointing of chimneys at the Historical Museum building to Peachey Complete Chimney Service subject to HARB approval. Pasch seconded. Motion carried. Inglesby made a motion to award the contract for Historical Museum exterior painting and restoration to Paint Ninjas for \$38,750 with supplemental cost for additional problems identified during the course of the project subject to HARB approval. Kurtz seconded. Motion carried.

Sticha added that the Centre Hall expansion project is currently on hold, as the Association has not met since February.

Nomination: Two vacancies are forthcoming at the end of 2020: a Philipsburg Borough appointment, and a Board Appointment.

Fundraising: Strong Centre Gives fundraiser this year, with nearly \$20,000 raised. Further fundraising discussion is paused in light of staff and Board focus on resumption of services following the COVID-19 closure.

Comments for the Good of the Order and Adjournment: Hombosky made a motion to adjourn. Inglesby seconded. Motion carried. Meeting adjourned at 8:05 pm.

Respectfully submitted,

Robbin Degeratu
Administrative Director