

Centre County Library & Historical Museum Board of Trustees
Thursday, November 19, 2020
Virtual Meeting
6:30 pm

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

Guests Present: Deborah Cleeton, Andrew Naugle

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: Matthew Bonchack, President, called the meeting to order at 6:33 pm.

Review and Approval of the Minutes: DeFilippis made a motion to approve the October 22, 2020 Board of Trustees Meeting minutes. Pasch seconded. Motion carried.

Public Comment: None.

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

Approval of Reports:

Finance Report: Sticha gave an overview of the profit and loss, as well as the investment report. Noted that the money market account still includes monies from the Janet Woods Estate for museum expenses, as well as funds received from the Payroll Protection Program. Inglesby added that a review of investments with Coombs showed growth from the end of October. Sticha noted that 2020 municipal solicitations were sent out, and contributions are being received; a municipal contribution will be sent to the Board in early December. Annual appeal will be sent to past donors, stakeholders, and cardholders by November 30th, with another push on GivingTuesday. Expense categories are tracking as expected. Given that news was received this week regarding state and county funding, the 2021 budget will be developed with projected level funding and will be sent out in advance of the December Board of Trustees meeting. Inglesby made a motion to approve the finance report. DeFilippis seconded. Motion carried.

Director's Report: Sticha shared that the Centre Hall Branch Manager position is to be filled by Kathleen Edward, who worked at CCL&HM between 2011 and 2016; her first day is December 14. Moving to interview stage for opening at Centre County Library in Bellefonte. Gayle Swales, part-time library assistant at Centre Hall, gave her resignation effective at the end of December for personal reasons. No applications have been received for the two part-time Bookmobile positions that have been advertised, so focus will shift to advertising these more aggressively once other positions have filled. Saturday Calendar sales are going well, including international sales; DeFilippis suggested inviting creator Lisa Shaffer to a future Board meeting. Sticha shared that CCL&HM is adopting a cow as part of a program through the Pennsylvania Dairy Association; program will include educational content that can be shared with children. Staff continue to pivot programming to a virtual platform, including a virtual book club, a virtual storytime room, and regular Pennsylvania Room programs. Several staff have had indirect exposure to COVID-19 in their personal lives and have adjusted schedules accordingly. As of meeting time, Sticha is not considering recommending closing to the public; that will likely change if a staff member contracts COVID. Sticha noted that her goals for December are to place large book orders, finish the draft budget, and follow up with staff about ongoing issues.

Federation Report: The Federation received a grant to circulate fifteen Wi-Fi hotspots; the grant covers all associated costs and service charges. Sticha and Schlow director Cathi Alloway are defining the circulation logistics. Sticha noted that at the Federation Board meeting on November 12, 2020, thanks were given to Bonchack as well as Schlow Trustees Lewis Steinberg and Mignon Vath, all of whom are departing their respective boards at the end of 2020.

New Business:

Proposed Federation Collection Development Policy Appendix for Pennsylvania Room: Degeratu provided an overview of this proposed appendix, and explained that it formalizes current practice and provides a clear list of criteria for deselection of materials. Appendix to the policy will ultimately have to be reviewed, revised, and approved by the Federation Board. Inglesby made a motion to accept the proposed appendix to the Federation's Collection Development Policy. Thompson seconded. Motion carried.

Proposed Revisions to the Historical Museum Collection Development Policy: Degeratu presented draft revisions to the Historical Museum's Collection Development Policy and provided background on the creation of the policy with notes from Bonchack and Thompson. A clear revision draft with a summary of proposed changes will be submitted for the December Board meeting.

Old Business:

Personnel Policy Change – Holiday Time Earned: Sticha reminded the Board of concerns regarding Holiday Time Earned, which impacts the salary budget line; though it is generous, it may be excessive. Bonchack noted that while he agreed philosophically with making the change, it might be wise to delay eliminating this until Fall 2021 when things have stabilized. DeFilippis noted that since staff who would normally work on days for which holiday time earned will receive holiday pay, rolling back holiday time earned for all staff is fair. Hombosky agreed and noted that if it adds an extra burden to bridge a staffing gap after the holiday, then it would be easier and less stressful to eliminate holiday time earned. Thompson noted that eliminating holiday time earned would be reflective of normal practice. Inglesby expressed misgivings about eliminating a benefit. Sticha noted that, if enacted, this rollback would go into effect on January 1, 2021. Hombosky made a motion to change the Personnel policy to eliminate holiday time earned. Inglesby seconded. Motion carried.

Committee Reports:

Finance: Scheduling a meeting in December to include a conference call with Kristen Coombs regarding business changes to the entity and how, if at all, those changes will impact CCLHM investments, customer service, and reporting.

Personnel: DeFilippis noted that following an annual review with Sticha, she and Hombosky are developing some additional supports for Sticha and staff in the new year. Hombosky added that she sent a goal list to Sticha that was discussed during the Board's Executive Session in October and via email.

Property: Sticha shared that Paint Ninjas still have not resolved a number of issues at the Historical Museum; after contacting them, they indicated that a carpenter would be onsite at the end of November to address outstanding issues. Sticha added that she is working to connect with an architect to help define an RFP for the Museum's side porch repairs. Sticha reminded the Board that carpet replacement was a potential project, and Degeratu agreed to resend a draft RFP for carpet replacement to the Property Committee for review. Sticha

and Property Committee member John Sengle are meeting with Bellefonte's Historic Architecture Review Board on December 8, 2020 to discuss a proposed replacement of the roof at the Girl Scout Little House.

Sticha, Inglesby, and Kurtz recounted a meeting with the Centre Hall Library Association on November 9, 2020 regarding the proposed Centre Hall Library expansion. Inglesby expressed that he was impressed by the openness to conducting a needs assessment; the consensus at that meeting was to jointly do an RFP for a consultant to complete a needs assessment. Previous assessments have focused on code rather than community needs. RFP to go out to the public in the new year. Kurtz added that there is still no concrete fundraising plan for the project in place, though several experienced fundraisers have joined the Association. She is hopeful that the Association will be able to focus on the big picture, and that new Branch Manager Edwards will help act as a bridge for communication.

Planning: Pasch reported that she is looking at a number of different models for mobile outreach services across Pennsylvania. Pasch also reached out to Congressman Glen Thompson's office for more information about grant programs via the Department of Agriculture that could be used for the Bookmobile program. Sticha added that while there has been conversation about the Bookmobile becoming a Federation-wide service, no formal conversations have taken place; with Alloway retiring in April, that discussion will likely have to take place after her replacement is in place.

Nomination: Bellefonte Borough has appointed Deborah Cleeton, who joined the meeting, and expressed excitement about joining the Board. Philipsburg Borough has appointed Andrew Naugle, who had to depart the meeting early, but also expressed an eagerness to work on behalf of the library. DeFilippis shared that she is exploring recommendations for several prospective Board appointees.

Fundraising: Sticha noted that in 2021, she hopes to work with the committee to develop a more robust fundraising plan. Bonchack asked about GivingTuesday, and Sticha explained the giving model, adding that GivingTuesday messaging is going to be tied to the annual appeal.

Executive Session: Bonchack indicated that the subject of the planned executive session had been resolved.

Comments for the Good of the Order and Adjournment: Thompson shared that a municipal donation from Rush Township was made payable to the Friends of Holt Memorial Library; as Treasurer, he signed the check over to the library. Bonchack shared that he signed the paperwork to effectuate the change in Sticha's medical benefits to allow her to enroll in the Medicare Part B Supplement Program as previously approved by the Board. Inglesby made a motion to adjourn. DeFilippis seconded. Motion carried. The meeting adjourned at 7:51 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director