

Centre County Library & Historical Museum Board of Trustees Meeting
Thursday, October 27, 2022
Zoom Virtual Meeting
6:30 pm

Trustees Present: Deborah Cleeton, Helen DeFilippis, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Pamela McCloskey, Kathleen Gomez, Vickie Barnett

Trustees Excused: Justin Miller

Staff Present: Denise Sticha, Michele Reese

Guests Present: Dan Decker, PPVLS

Public Comments and Correspondence: None

Consent Agenda: Inglesby made a motion to approve the minutes of July 28, 2022, the July 2022 August and the September 2022 Operations Report. Cleeton seconded. Motion carried.

The minutes of the July 28, 2022 Centre County Library & Historical Museum Board of Trustees Meeting were approved.

The July, August and September 2022 Operations Report were approved.

Finance Report and Investment Summary: Sticha noted that the finance report and notes about the report were sent out in advance. Sticha noted that the investments are not doing well currently. Sticha reported that \$2000 was pulled from the Janet Woods funds to cover an expense for a repair that was done. Sticha noted that funds were transferred from the Kish account to the FNB MM so the funds would earn a higher interest rate. Discussed township donations and the upcoming annual appeal. Kurtz asked if those municipalities that have not donated will be visited before the end of the year. Inglesby stated that he will attend the Unionville meeting. Sticha stated that the most important municipality to check in with is Centre Hall. Decker stated that someone from the Partners group would not be able to attend a meeting at Centre Hall until the first or second quarter of 2023. Sticha stated she will look into the meeting dates for this year and see if someone is available to attend a borough meeting. Sticha stated that we will end the year without drawing from the investments. Cleeton made a motion to approve the Finance Report and Investment Summary. Inglesby seconded. Motion carried.

New Business:

2022-2023 District Agreement - the state code requires the policy to be amended if the change in funding is increased by a certain amount. The agreement was shared with the Board and discussed.

Pennsylvania Municipal Retirement System 2023 Resolution - The resolution is done annually as part of our regulation with PMRS. This resolution is just to show that the Board is aware of the financial obligations in funding the retirement. The projection for 2023 is that we will not need to provide funds for the account. This will be resolution 1 - 2022. DeFilippis made a motion to approve Resolution 1-2022. Cleeton seconded. Motion carried.

Centre County Federation of Public Library Digital Collections policy - This policy change came from Schlow and Centre County Library and will be presented to the Federation at the November meeting. The draft policy reflects three versions and the middle draft is the one that will be approved by CCFPL. The reason for the change is due to the national challenges to the digital collections. Both CCL & Schlow just lease the rights to the digital library through a company called Overdrive so when people want to challenge or limit access to the collection, they are aware and understand the relationship of those collections with the libraries. The statewide collections are provided in the Power Library Suite. There have not been any challenges as of yet to those collections but we want to make a reference to those collections as well. Discussion was held regarding the policy change. Inglesby made a motion to accept the CCFPL Digital Collections policy. DeFilippis seconded. Motion carried.

2022 County Coordination Aid and Plan for Use of State Aid - The reports need to be filed on an annual basis to the office of the Commonwealth of Libraries regarding the receipt of the state funds. There was a bump up of the County funding and the new funds will be rolled into the telecommunications costs since we are unaware if there will be a price increase with Comcast. The other parts of the funds are used in the circulation, patron registration and our online catalog. That contract was evaluated and there is no significant change in the price. Any funds that are leftover from the county coordination aid at the end of the year will roll into exploring purchasing more Wi-Fi Hotspots to circulate. We did not want to budget for that because, again, we are unsure how high the price increase will be with Comcast. Plan for use of State Aid application is submitted annually to the Office of Commonwealth Libraries. It is contingent on the library meeting state standards. We have been in a waiver situation for many years regarding the collection development expenses and are currently in the waiver situation. We will not have to apply for a waiver this year. Sticha stated that she will share the state standards at another meeting when the agenda is not as full. The plan includes the 17% increase, which is about \$39,000. It is a nice increase but will not make a huge impact on purchases. The state aid is used for salaries and collection. The plan does not need to have a motion to be accepted. Kurtz stated that Sticha had shared the state standards in August at the retreat. Decker asked if Comcast gave a discount for their services and Sticha stated that they do give them and further discounts are received through the ERate program.

Unemployment compensation appeal hearing - Sticha stated that there is a UE hearing on November 3, 2022 for Deborah Snare. She was employed with CCL&HM from mid-July to September 30, 2020. Sticha stated that there were issues with Ms. Snare's employment and she was terminated during her three-month probation. Sticha stated that we are working with [Joel Kincaid](#), a representative from First Non-Profit, and he will be at the hearing along with Reese and herself.

Old Business:

Review of ARPA (American Recovery Plan Act) grant - CCL&HM will receive \$20127 from the ARPA funds. The ARPA grant was done jointly with Schlow and collections items were purchased along with some collection supplies. The final report needs to show circulation statistics on how the materials were being checked out. The report was due by August 31 and needed to reflect the circulation of the items and the cost. We were still adding to the collection on August 20th not many items circulated in the 8-week period. CCL&HM is still waiting for \$5000 in outstanding reimbursements. Sticha reported that in review of the P&L you see that there are still low expenditures in the collection. This is due to the ARPA funding and the branch managers trying to expend the funds from the grant. Branch Managers are now working hard to increase the spending on the collections before the end of the year. We will likely fall short of the projections but there will be some increases. Currently, we are checking with the office of the Commonwealth of Libraries to see if we are able to count the ARPA funds as part of our 12%. Sticha and Clemens are lobbying with them to allow the expenditures.

Committee Reports:

Finance: Sticha shared with the Board a preliminary 2023 Budget and reported that there are higher costs for fuel, supplies and health insurance which used up the State funding increase. Sticha reported that she and Reese will continue to fine tune the budget and are reviewing the account codes that will need to be adjusted. Sticha built in a 5% increase across the board in personnel. Sticha reported that there are currently several staff vacancies and the salaries for those position will be recalibrated and that her and Reese will be working on those salaries during the interim. The health insurance increased by approximately \$6000. Sticha asked the Board to consider whether we want to ask the participating staff members to increase their deduction by an additional \$10. This would make their deduction \$50 each pay for the health insurance. Sticha stated that she and Reese will work on sending out a summarization of how the breakdown could work. Sticha stated that we did work with two different insurance companies to get prices on the health insurance but we decided to stay with PCI and Capital Blue insurance since there was no difference in the other companies' costs and the plan we have is a good one. Gomez asked if we had an idea of how much the increase might be for the employees. McCloskey asked about looking at participating employees' salaries to see what the percentage of the \$100 per month would be towards the coverage of their health care. Sticha stated that each employee has a different rate due to their age. and their percentages will be different. Cleeton asked why we were doing a flat rate deduction and not a percentage of the premium if each employee has different levels of coverage. Sticha stated that we have three different options to look at which would be the current flat rate, or as McCloskey stated a percentage of their salary or as Cleeton stated a percentage of their health insurance cost. Sticha stated that different calculations would be looked at and a report would be done to show those calculations. Sticha stated that as the Board reviews the budget if they have any questions to reach out to her; she and Reese will research them and then share questions and answers to the entire board. Kurtz inquired about the highlighted lines in the budget and Sticha informed

her that those areas show new line accounts or increases. Sticha pointed out that Halfmoon Township had voted to increase their annual donation by \$1000.

Decker asked if the library could use any new desktop computers in Bellefonte and monitors are not included. Sticha stated that she will put Andrews in contact with him. McCloskey stated that the Family Search project requires a committed computer for the program.

Kurtz encouraged the Board to review the budget and reach out to Sticha with questions.

Sticha asked the Finance committee if they wanted to try and meet with [Kristen Coombs](#) and First National Bank as well before the end of the year. Inglesby stated that he would like to meet with them. Inglesby stated that Paul Link was selected for the auditing firm and that their cost was close to the prior auditor. Sticha is going to reach out to Coombs and FNB to set up the meetings with the finance committee.

Personnel: Sticha reported that she has been working on job descriptions for Miller, Andrews and Valora's positions. Miller's description has been updated and she will be reviewing the changes with her next month. Valora's description is new. Sticha worked with Valora to create the job description for her position. Andrew's position had a description before but it did not specify what he was responsible for. Sticha worked with Andrews to set the requirements for his position. Degeratu's position is also under review. She was the Administrative Director and her duties as such were primarily clerical. They included statistics reporting, tracking continuing education and writing the donor acknowledgements. Andrews is currently doing the stat reporting and Reese has begun to do the CE and the donor acknowledgements. Those delegations will not hold for the long term. Staff are also currently doing some of the communications manager positions duties. Staff has really stepped up to help with jobs and are doing great. The three positions were sent out to the Board to review and will be fine-tuned in November. In the past they have not been approved by the Board and Sticha suggested that the Board decide if they want to officially review and approve the position, then include them in the personnel file or just so that the Board knows we have them on file. The Branch Manager and Bookmobile positions have been updated and along with the Communications Manager. Sticha stated she is close to hiring for the Communications Manager position. Not a strong pool of candidates for the position. The applicant that will be offered the position is currently a part time staff member for the Bellefonte branch and Sticha will need to work with Struble on transitioning the staff member into the new role. The offer will be made next week to the staff member. Advertising currently for two part time Bookmobile positions. One applicant so far. Have advertised in several papers and on CareerLink. Will advertise again and include the Clearfield Progress. Gomez suggested that the position be advertised in the Philipsburg Journal. For the clerical duties that Degeratu performed, Sticha stated that she was thinking about creating a part time office assistant position. Sticha will discuss Degeratu's position with the Personnel Committee when she meets with them in November. DeFilippis stated that the Personnel Committee will be meeting with Sticha on November 11 for her annual review and will report back to the Board. DeFilippis stated that if Sticha needed more help she should reach out to the Board. Sticha stated that she had reached out to [Melissa Hombosky](#) regarding outsourcing the annual appeal letter for this year

Property: Inglesby updated the board on the following: *Museum project*- He stated that they had met with Brian Chilton regarding the RFP for the side porch. Sticha stated that the RFP will be ready for release in early November. Chilton has several companies that he would like to share the RFP with.

Bellefonte branch -John Sengle met with the B&B owner beside the library to discuss the removal of several trees. The cost will be split between the Library and the B&B. A crane will need to be brought in to do the trees and that section of Howard Street (which is a state road) will need to be closed. The Contractor is currently working with Penn Dot.

Bookmobile- It is currently at Freightliners in Altoona and the staff are trying to figure out why the check engine light is still on. They think it is a code malfunction. Sengle has made a few inquiries for storing the Bookmobile for the winter. Sengle did meet with Jeff Reese to discuss building a cover. Mr. Reese stated that he was okay with that but the Library had to pursue the required permits that would be needed. Sengle went to the Boggs township to check on the required permits. While he was at the township building he discovered another location that we may be able to use along the Benner Pike.

Holt - A bid was received for the handicap door installation. The approximate cost will be \$12,000. Unsure at this time when the installation will begin. There will be 2 doors installed with this project.

Centre Hall - No developments currently on the Centre Hall project. Sticha is going to reach out to JPJ Associates regarding the interior design sketch. Decker stated that he had two questions. The PPVL board would like to work with the county board to establish a steering committee to start moving forward. The second request pertains to the overall design. They want to make sure staff have enough storage space when the project is done. Sticha stated that Mr. Keller had brought that up in his needs assessment as well. Discussion was held regarding the addition and how the space will be used. The third question was asked regarding the fundraising effort. Sticha stated that we participate with Centre Gives in May, do an annual appeal, and participate in Giving Tuesday. The campaign is done after the United Way campaign closes out. DeFilippis stated that we also have a donate button on the website. Decker commended Sticha on running a tight ship with limited funds.

Kurtz asked if Sticha will be able to put together a project timeline and list of items that need done. Sticha stated that she will try to work on it in December once the annual appeal is done and staffing decisions are made.

Planning: No updates.

Nomination: Kurtz stated that it was time to start thinking about officers for 2023 who would like to serve in an officer position. Also, there will be a few board vacancies at the end of the year. Sticha stated that the board positions need to be on the December agenda so that come January the Board is ready to vote on the officers. Discussion was held regarding the board members who will be cycling off and holding an officer position. Kurtz stated that she will follow up with board members.

Fundraising: No report

Bellefonte Library Friends - Sticha stated that things are going well. Discussion was held regarding the setup and the last meeting. Cleeton reported that the group is very enthusiastic. McCloskey stated that they have elected officers for the group. Stated that Bob McWilliams is putting a lot of effort into the group.

Holt Friends – Made a donation to the Library in the amount of \$2000. Gomez stated that the Holt Friends did a great job with the event held at the Holt Library.

Education credit - Sticha stated that the Library has applied to be an educational opportunity organization under the EITC tax credit program. Application was submitted and then had to submit an amended application without the preschool storytime information. Additional information needs to be submitted regarding the Lego clubs and how they support the curriculum. Sticha is confident that we will be approved and once we are that will be another donation opportunity for local businesses because they we will be able to see our organization on the educational and community organizations website. Inglesby stated that his business is placing a donation next week and the board will be voting on who the funds will be distributed to.

PPVLS - Inglesby stated that he and Sengle attended the Steak banquet in October and they had a good time.

Annual Appeal - Sticha stated that the appeal needs to be done by the second week of November so that it will be ready to go by Giving Tuesday. Kurtz stated that Sticha should reach out to the board if she needs help getting the appeal together. DeFilippis stated that she would be willing to help. Sticha stated that Reese will need help in entering the donations that are received so if someone would like to help do that reach out. Cleeton and McCloskey stated that they will be willing to help.

Comments for the Good of the Order and Adjournment: Inglesby made a motion to adjourn. DeFilippis seconded. Motion carried. The meeting adjourned at 7:55 pm.

Respectfully submitted,
Michele Reese
Office Manager