

Centre County Library and Historical Museum Board of Trustees Meeting Minutes
Virtual Meeting
Thursday, April 22, 2021
6:30 p.m.

Trustees Present: Deborah Cleeton, Helen DeFilippis, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Andrew Naugle, Kate Pasch

Trustees Excused: Justin Miller

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: Helen DeFilippis, President, called the meeting to order at 6:30 pm.

Public Comments and Correspondence: DeFilippis reported that she responded to a public comment from the March meeting suggesting that CCLHM purchase the Centre Crest property. Sticha reported that after that comment was received, a Board of Trustees email address was established and published publicly on the CCLHM website.

Library Mission/Services/Program: Degeratu provided an overview of the work that CCLHM completed for a Pennsylvania Historical and Museum Commission Historical and Archival Records Care Grant that was awarded in 2019. Grant funded collections disaster response supplies which are held at the Historical Museum and at Holt; collections disaster planning and training was completed as part of the grant.

Finance Report: Sticha delivered the Finance Report, noting that utilities are running high but that adjustments are being made, and that a number of unbudgeted technology and equipment purchases were necessarily made to allow staff to produce virtual programs. Sticha added that CCLHM received notification that its Payroll Protection Program loan was forgiven and will appear as income for April 2021. Following an overview of investment accounts, Sticha added that the Finance Committee is reviewing suggestions from Kristen Coombs' investment firm. Cleeton made a motion to approve the Finance Report. Naugle seconded. Motion carried.

Agenda Items:

Needs Assessment Update: Sticha provided an overview of progress completed on the Centre Hall Area Branch Library needs assessment by JR Keller, LLC to date. Reported that focus groups are in progress and that the assessment is on track to be complete by July 2021.

Agreement with Reference to Funding CCLHM and Centre Hall Library Association: Sticha reported that the draft agreement has been sent to CHLA for review. Sticha will continue to work with DeFilippis, Kurtz, and Inglesby to finalize the agreement following comment from CHLA. Sticha added that CCLHM will pursue a legal opinion on the agreement before it is formalized.

Museum Collection Development Policy: Degeratu summarized the proposed changes to the Historical Museum Collections Policy, first presented at the March 25, 2021 Board of Trustees

meeting. Kurtz made a motion to approve the proposed amendments to the Historical Museum Collections Policy. Cleeton seconded. Motion carried.

2021 Happy Valley Adventure Bureau Tourism Grant: Sticha provided an overview of the 2021-2022 grant cycle application, which will be laid out as a multi-phase project that will address structural weaknesses to the two-story exterior porch on the Howard Street side of the Historical Museum.

United Way Site Visit Highlights: Sticha reported out on the April 14, 2021 United Way Site Visit and shared impressions about the meeting. Noted that the Centre County United Way reduced its annual goal and has approximately \$150,000 less to distribute to area nonprofits.

Committee and Representative Reports

Finance Committee:

Investment Policy: Sticha opened discussion of an investment policy draft that was circulated to Trustees prior to the meeting. Noted that the goal is to combine the investment policies for each of the two investment agencies that CCLHM works with so that the organization has one investment policy statement. The Finance Committee plans to schedule subsequent meetings and to make a recommendation to the Board at a future meeting. DeFilippis requested that all Trustees review the draft policy and send questions to the Finance Committee.

Property Committee:

Centre Hall Door: Inglesby reported that work on the Centre Hall Area Branch Library main door is almost complete; pending work by the electrician. Once completed, the door will be powered and accessible to visitors with limited mobility.

Bookmobile Body Work: Sticha reported that automotive and mechanical repairs have been completed at Gray's Vehicle Clinic. The Property Committee is working to find a mechanic who will complete the necessary body work on the vehicle.

Museum Projects: Inglesby reported that the large elm tree in the building's backyard has been removed. Repairs to sidewalks and the fence near the Girl Scout Little House are forthcoming pending HARB approval and solicitation of bids. The roof over the back porch of the Museum will be replaced at the same time as the Little House roof is replaced; this project is pending HARB approval. Inglesby reported that replacement of a second-floor window will be completed in May; planning to defer scheduling Paint Ninjas to complete the painting project until the carpentry project is complete.

Holt Memorial Library Roof: Sticha reported that von Kensinger Roofing is working to schedule a visit to Holt Memorial Library to assess the roof for leaks. Neither Holt staff nor Facilities Manager Troy Butler have seen significant water leakage in recent months.

Personnel Committee: Sticha reported that new Pennsylvania Room and Historical Museum Assistant Katie Monsell began work on April 21, 2021. Sticha also reported that preliminary

interviews have been completed with candidates for the Branch Manager position at Centre County Library. Deferred remaining discussion to Executive Session.

Nomination Committee: DeFilippis noted that an at-large position is still vacant and invited Trustees to suggest possible candidates for the opening.

Planning Committee: No report given.

Fundraising/Development Committee:

Centre Gives: Sticha provided an overview of the 2021 Centre Gives campaign and fielded suggestions and questions from Trustees.

Consent Agenda: Inglesby made a motion to approve the consent agenda. Pasch seconded. Motion carried unanimously.

The minutes of the March 25, 2021 Centre County Library & Historical Museum Board of Trustees meeting were approved as submitted.

The Executive Director's Operations Report for the month of March 2021 was approved.

Executive Session: Kurtz made a motion to enter Executive Session. Inglesby seconded. Motion carried. The Board of Trustees entered Executive Session at 7:34 pm. Cleeton made a motion to exit Executive Session. Naugle seconded. Motion carried. The Executive Session concluded at 7:55 pm.

Pasch made a motion to approve the Assistant Bellefonte Branch Manager position and appoint Ashley Hoover to the position immediately. Cleeton seconded. Motion carried.

Inglesby made a motion to approve proposed staff salary recommendations effective May 3, 2021. Cleeton seconded. Motion carried.

Naugle made a motion to award Facilities Manager Troy Butler a one-time bonus reflective of his ongoing dedication and commitment supporting the work of the Property Committee. Inglesby seconded. Motion carried.

Cleeton made a motion to approve an extended summer vacation for Sticha for approximately eight (8) weeks. Kurtz seconded. Motion carried.

Adjournment: Inglesby made a motion to adjourn. Cleeton seconded. Motion carried. Meeting adjourned at 7:59 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director