

Centre County Library and Historical Museum Board of Trustees
Thursday, December 17, 2020
Virtual Meeting
6:30 pm

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

Guests Present: Deborah Cleeton

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: Matthew Bonchack, President, called the meeting to order at 6:35 pm.

Review and Approval of the Minutes: Thompson made a motion to approve the November 19, 2020 Board of Trustees meeting minutes. Inglesby seconded. Motion carried.

Public Comment: Sticha shared that the library received a letter dated December 11, 2020 from the Borough of Bellefonte formally appointing Deborah Cleeton to the CCL&HM Board of Trustees effective January 1, 2021.

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

Approval of Reports:

Finance Report: Sticha provided an overview of the financial reporting documents, and provided an update following review of investments earlier the same day. CCL&HM should end the year with a budget surplus that will be helpful in 2021. Waiting to learn more about the Payroll Protection Program funding; this allocation may be forgiven. Outstanding expenses include end-of-year invoices and one more payroll.

Director's Report: Adding to the submitted written report, Sticha noted that Kathleen Edwards started as Branch Manager at Centre Hall on December 14th; Sticha provided an overview of Edwards' training schedule. Noted that she and Edwards will work to hire a new library assistant. Sticha noted that in response to a *Centre Daily Times* article in which nonprofits shared their needs, an air purifier and four commercial fogging machines were donated to CCL&HM. Sticha added that Facilities Manager Troy Butler worked through the night on December 16th to ensure that sidewalks were clear and safe for pedestrians; locations opened 1:00 pm – 4:00 pm on December 17th.

Federation Report: Sticha reported that progress is being made with the Wi-Fi hotspots. Schlow Director Cathi Alloway's retirement date is approaching, and her position has been advertised; Sticha will participate in review of applicants, and may be invited to the second round of interviews.

New Business:

Presentation of the Draft 2021 Budget: Sticha presented the draft budget, noting that she estimated high expenses and low revenue. The draft includes a lower carryover

balance from the 2020 budget surplus than will likely be transferred. Given uncertainty about 2021, Sticha added that she is comfortable with working with the Board to amend the budget during 2021 as needed. Anticipating lower local government revenue, United Way funding, and Tourism Grant support. Most expenses are not discretionary apart from books, programming, and personnel-related expenditures. Board delayed a vote until after Executive Session.

Old Business: None.

Committee Reports:

Finance: Sticha and Inglesby are updating documentation with Coombs investment. The Finance Committee plans to meet in January.

Personnel: Deferred to Executive Session.

Property: Museum project is still not completed, shutters are still missing, waiting for action from Paint Ninjas. One window in the rear of the building is being completely replaced due to rotting, and was given emergency HARB approval by the Borough; work has halted due to the weather, but the issue is stabilized until the spring. Sticha is getting ready to release the RFP for a needs assessment at Centre Hall, which will inform the expansion project. Planning for the cost of the needs assessment to be split with the Centre Hall Library Association.

Planning: Pasch reported that she is waiting for grant and loan information from the USDA; a loan in particular might be of assistance for Bookmobile costs. No luck getting in touch with Congressman Thompson to request assistance.

Nomination: The Board chose to elect 2021 officers at its December meeting in the interest of a smooth transition into the new year. Inglesby nominated DeFilippis for the position of President; DeFilippis accepted the nomination. DeFilippis nominated Kurtz for the position of Vice President; Kurtz accepted the nomination. Miller nominated Inglesby for the position of Secretary-Treasurer; Inglesby accepted. Hombosky made a motion to approve DeFilippis as 2021 Board President, Kurtz as 2021 Board Vice President, and Inglesby as 2021 Secretary-Treasurer. Miller seconded. Motion carried.

Fundraising: Currently working on committee composition, with plans to schedule a meeting in January 2021. Sticha noted that she shared the Board's 2021 goals for her with the management team, and let Centre County Library Branch Manager Bryan Grove know that forming a Friends of the Library group for that branch was a top priority for 2021.

Comments for the Good of the Order: Sticha shared books purchased in honor of outgoing Trustees. *CyberSmart* was purchased in honor of Bonchack; *Libraryland* was purchased in honor of Thompson; *The Wicked Baker* was purchased in honor of Hombosky. All are available for checkout.

Executive Session: Pasch made a motion to enter Executive Session. Inglesby seconded. Motion carried. The Board of Trustees entered Executive Session at 7:45 pm. The Executive Session concluded at 8:15 pm.

DeFilippis made a motion to change the Finance Assistant job description to Office Manager with the new position description as discussed with an adjustment in compensation. Seconded by Carl. Motion Carried.

Thompson made a motion to change the Bibliographic Services Assistant job description to Bibliographic and Patron Services Manager as discussed with an adjustment in compensation. Seconded by Inglesby. Motion carried.

Gray made a motion to increase compensation of the Executive Director as discussed. Seconded by DeFilippis. Motion carried.

2021 Draft Budget: Pasch made a motion to approve the 2021 budget with adjustments to compensation as previously approved and with an line item for the Centre Hall Needs Assessment not to exceed \$10,000. Seconded by Gray. Motion Carried.

Adjournment: Inglesby made a motion to adjourn. Pasch seconded. Motion carried.
Meeting adjourned at 8:35 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director