

Centre County Library and Historical Museum Board of Trustees Meeting
Thursday, February 25, 2021
Virtual Meeting
6:30 pm

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

Staff Present: Denise Sticha, Robbin Degeratu

Guests Present: Bill Doan, Cathy Flood, John Sengle

Call to Order: Helen DeFilippis, President, called the meeting to order at 6:35 pm.

Review and Approval of the Minutes: Cleeton made a motion to approve the January 28, 2021 Board of Trustees meeting minutes. Kurtz seconded. Motion carried.

Public Comments and Correspondence: None.

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

Approval of Reports:

Finance Report: Sticha noted a correction on the budget as submitted on the line specifying anticipated county funds; will be updated and sent out to the Board of Trustees. Program budgets for each branch are being finalized and will be sent to the Board in coming weeks. Still waiting for First National Bank to release a shortened form for the library's Payroll Protection Plan loan forgiveness application. Funding from the Office of Commonwealth Libraries was released the week of February 21, 2021, and will be distributed in the library's operating account soon after. Cleeton made a motion to approve the Finance Report with the correction on the county aid category of the budget. Kurtz seconded. Motion carried.

Director's Report: Sticha added to the written Operations Report, highlighting the recent hire of Jacob Jeffcoat, new part time Bookmobile driver. Outlined plans for cleaning and reorganization of the vehicle, as well as new initiatives like rotating collections and delays. Sticha anticipates resuming some Bookmobile service pending repairs. Sticha highlighted two new circulating items: Playaways and Wi-Fi hotspots, and provided an overview of each. Sticha also added that planning for the Summer Learning Program has begun, and that the Centre County Reads program is in progress.

Federation Report: Sticha provided an update from the February meeting, including the updated roster of officers (Kim Fragola, Schlow – President; Margaret Gray, CCLHM – Vice President; Sharon Rovanseck, Schlow – Secretary; Helen DeFilippis, CCLHM – Treasurer). Schlow Director Cathi Alloway and Sticha provided an update on StoryWalk, including the search for a new project manager. Sticha also highlighted Alloway's impending retirement and

thanked her for her years of service. Following Sticha's summary, Gray added that discussion of the Federation's finances demonstrated a relatively strong year in 2020 all things considered. Gray inquired about recognition for Alloway, Sticha and DeFilippis to follow up with suggestions.

New Business:

Centre Hall Area Branch Library Needs Assessment: DeFilippis confirmed that Board members had the opportunity to review the bids and associated correspondence. Cathy Flood summarized the impressions of the Centre Hall Library Association (CHLA), ultimately sharing that CHLA is supportive of either bid. Sticha concurred with CHLA, and noted that the team approach proposed by Keller Group is attractive. Board consensus was to award the contract to Keller Group. Cleeton made a motion to approve awarding the contract for the Centre Hall Area Branch Library Needs Assessment to Keller Group. Kurtz seconded. Motion carried. DeFilippis added that implementing a CCLHM Task Force to work with CHLA on a new Memorandum of Agreement between organizations; Flood consented, and Kurtz volunteered to participate. Sticha to reach out to Trustees not in attendance to invite them to serve on this Task Force.

Old Business:

Bylaws Amendments: DeFilippis opened up the meeting for questions and discussion of the proposed amendments to the bylaws. Gray suggested a draft of bylaws with proposed strikeouts be sent via email. Sticha and DeFilippis agreed to send such a draft, and provided a broad overview of the proposed changes. Kurtz suggested a modification to the proposed changes, further discussion to take place via email. Vote on proposed amendments to take place at the March 25, 2021 Board of Trustees meeting.

Committee Reports:

Finance: Committee is working to schedule a meeting which will focus on conversations with investment advisors and outlining plans for the Leach Trust bequest.

Personnel: None.

Property: John Sengle provided updates on a number of CCLHM property projects.

Historical Museum: (1) Property Committee has met with a structural engineer and architect about Howard Street porch project, and intends to get additional feedback from a trusted contractor. Feedback from these three individuals will inform the development of an RFP in light of many unknowns about the best way to approach the project. (2) Two bids were received for the removal of a large elm tree on the Museum property, Property Committee ultimately selected Chip's Tree Service, with work to begin within a few weeks. Friends of the Girl Scout Little House are donating \$1,000 to this project. (3) Sengle and Sticha attended a Bellefonte Historical Architecture Review Board (HARB) meeting to solicit feedback on the replacement of the back-porch roof at the Museum.

Because the roof is not very visible from the thoroughfare, HARB has indicated that it is open to replacement with a membrane roof. Property Committee is working to fit this replacement in with other plans. (4) Work is being completed on windows that were affected by water damage on the North side of the building. A new window has been installed on the first floor of the Museum building, and frame has been rebuilt. Next, the company will do the same work on the second-floor window. (5) Paint Ninjas plans to come to the Museum when the weather warms up to finish remaining items on exterior trim. (6) A sewer pipe in the basement rusted out and was identified quickly by Facilities Manager Troy Butler. Hazel's was able to replace the entire pipe with PVC pipe. No records were impacted by the pipe wearing out.

Centre Hall: (1) The main doors to this building are not accessible for low-mobility patrons, so the Property Committee and CHLA solicited requests for Americans with Disabilities Act (ADA)-compliant wireless powered entry options. Hoodco's bid was accepted. Property Committee needs to arrange for electricity to be provided to those doors; Inglesby will be meeting with an electrician to go through the process of getting wiring to the necessary location. (2) Centre Hall lost a small section of gutter because of ice, but the issue has been largely corrected. Sticha noted that because of this issue, a blade was broken on the compressor for the heat pump, which may need to be corrected. A secondary heating unit is being used at the library for now. (3) Sticha added that the insurance agent indicated that CCLHM may want to begin to research long term replacement options for the roof.

Holt Memorial Library: (1) A roof leak has caused damage in the library, but because of snowy conditions, no one has been able to assess the issue from the outside. Butler is managing the leaks, and the items in the collection that were damaged have been replaced. This project is evolving.

Bookmobile: (1) Sengle has scheduled a meeting at the Bookmobile to assess the necessary body work on the vehicle between the Property Committee, Butler, Jeffcoat, and former Bookmobile Driver John Gabriel. Working to determine how extensive the repairs will be in order to identify any sort of cost.

Centre Hall Expansion: Continued planning for the expansion of Centre Hall will be dependent on the Needs Assessment. Work with CHLA will be critical to success of whatever project takes place following the Needs Assessment. Sticha provided an overview of leadership changes at CHLA for context.

Planning: Pasch reported that she and Sticha continue to work through Bookmobile options.

Nomination: DeFilippis provided an overview of progress on the Board Appointment, indicating that Bill Doan is considering joining the Board, and that there are other prospective members if he decides not to pursue joining the Board. DeFilippis added that she and Kurtz are working through plans for Board of Trustees Orientation.

Fundraising: Sticha, DeFilippis, and Ashear Barr met and began fundraising planning, with a goal of having basic fundraising plans to present a draft to the Board of Trustees in the future. Degeratu provided an overview of the 2020 Annual Appeal Campaign, which generated revenue of \$29,252.80 after expenses.

Comments for the Good of the Order and Adjournment: DeFilippis introduced two library trivia questions highlighting Pennsylvania Room and Historical Museum services, including Ancestry Library Edition and the Memory Lab. Inglesby made a motion to adjourn. Cleeton seconded. Motion carried. The meeting adjourned at 8:04 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director