

**Centre County Library and Historical Museum
Board of Trustees Meeting Minutes
Thursday, January 28, 2021
Virtual Meeting
6:30 pm**

Trustees Present: Debbie Cleeton, Helen DeFilippis, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Justin Miller, Kate Pasch

Guest Present: John Sengle

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: Helen DeFilippis, President, called the meeting to order at 6:31 pm.

Review and Approval of Minutes: Cleeton made a motion to approve the December 17, 2020 Board of Trustees meeting minutes as submitted. Inglesby seconded. Motion carried.

Public Comments and Correspondence: None.

Approval/Amendment of the Agenda: Sticha requested the addition of an Executive Session at the end of the meeting. Miller made a motion to approve the agenda with the addition of an Executive Session. Gray seconded. Motion carried.

Approval of Reports:

Finance Report: Sticha provided a general overview of the 2020 end-of-year financials, and noted that CCLHM ended the year with a positive balance and in a strong position. Added that she is finalizing the 2021 budget updates, which will be reflective of the December Board of Trustees meeting and will include breakouts for branches to include collection expenses and programming. Degeratu provided an update on the 2020 Annual Appeal, providing approximate donation information and noting that the appeal has, to date, attracted more distinct donors and more funds than the 2019 Annual Appeal. More details and firm numbers will be provided at a future Board of Trustees meeting. Kurtz made a motion to approve the Finance Report. Cleeton seconded. Motion carried.

Director's Report: Sticha highlighted staffing changes. Kathleen Edwards, new Centre Hall Branch Manager is making good progress in her position and with the Centre Hall Library Association. Wanda Hockenberry was hired to replace part-time Library Assistant Gayle Swales at Centre Hall. In December, Angela Bryan and Lisa Miller were hired and began working as part-time Library Assistants at Centre County Library in Bellefonte. Erin Hicks resigned from her position in the Pennsylvania Room/Historical Museum to take an Executive Director position out of state. Very good interview with a candidate for one of the part-time Bookmobile positions. Sticha will work with Office Manager Michele Reese to apply for Payroll Protection Plan Loan forgiveness in early February when the bank rolls out a simplified application. Funding from the Office of Commonwealth Libraries will be deposited in February. Sticha and staff are preparing to roll out the 2021 Centre County Reads program. Staff are also reviewing

video editing software options to enhance virtual programming. DeFilippis noted that she has a connection for advice on video editing and requested information from Sticha.

Federation Report: Next meeting of the Federation Board is scheduled for February 11, 2021. Schlow Centre Region Library Director Cathi Alloway is retiring effective April 1, 2021; Sticha has been part of the search process along with District Library Consultant Brady Clemens and several representatives from the Council of Governments. Final decision forthcoming from the Schlow Board and Schlow Foundation. The StoryWalk manager resigned at the end of 2020, and Sticha and Alloway are laying out plans to replace that person in advance of installation of a third StoryWalk site at Whitehall Park. Wi-Fi Hotspots are almost ready to begin circulating to patrons, and will be divided among all Federation locations. Sticha plans to cover the Wi-Fi Hotspot program at the next Management Team Meeting on February 4th and to work out any remaining details.

New Business:

Committee Appointments: Following an overview of all of the Committees and their responsibilities, as well as of representatives to the Federation Board and the District Advisory Council, the following appointments were made:

Finance Committee: Carl Inglesby, Margaret Gray, Debbie Cleeton
Personnel (Administrative and Human Resources): Helen DeFilippis, Lindsey Kurtz
Planning (Governance and Planning): Kate Pasch
Property: Carl Inglesby, Justin Miller, Matt Bonchack, John Sengle
Nominating: All Trustees
Fundraising: Helen DeFilippis, Melissa Hombosky, Ashear Barr, Lindsey Kurtz
Federation Board Representatives: Helen DeFilippis, Margaret Gray, Carl Inglesby
District Advisory Council Representative: Carl Inglesby

Sticha noted that she would follow up with new Trustee Andrew Naugle regarding committee appointments. Pasch requested better publicity about how to join the Board, and Gray suggested encouraging interested parties to join Committees before bringing them onto the Board. Sticha will work with staff to roll out publicity for Board interest in February.

Bylaws Amendments – Recommendations: Sticha outlined possible changes to the CCLHM Bylaws that would allow flexibility in Board Meetings, such as using a consent agenda model; this would require removing Article VIII, order of business. Sticha also recommended adding the Property Committee and Development/Fundraising Committee to the list of standing committees listed in Article IX. Sticha provided an overview of the mechanics of a consent agenda, and Gray affirmed that removing Article VIII from the Bylaws would provide flexibility. DeFilippis asked Trustees to consider these changes, and will pull together the proposal via email and invite discussion with the intent of voting at the March 2021 Board of Trustees Meeting.

Old Business: None.

Committee Reports:

Property Committee: Sengle provided an overview of a number of property-related projects:

Historical Museum: Paint Ninjas has remaining items to complete for painting projects and will complete them when weather permits. Damaged windows on the North side of the Museum are being address by Nittany Custom Building; the company is replacing the window frames and the windows themselves will be replaced when weather permits. A large Siberian elm tree on the property near the Girl Scout Little House is interfering with a power line and is heaving sidewalks and an iron railing; collecting bids for tree removal, and the Friends of the Bellefonte Little House have offered to contribute up to \$1,000 for that work. Sengle and others are meeting with structural engineers to review the large two-storey porch off of Howard Street; will inform an RFP for engineers to evaluate this project. Porch on West side of the building has a shingle copper roof and gutter issues; Sengle to appear at a Bellefonte Historic Architecture Review Board Meeting in February to get a sense of what HARB is comfortable approving with that roof and what alternatives to copper shingles might be acceptable.

Centre Hall: Problems with front doors persist; they continue to blow open, and are not accessible for low mobility visitors. Committee has determined that this issue cannot wait to be resolved until the expansion happens. Waiting for bids to repair the malfunctioning parts of the doors and to make them accessible with an automatic opener. CCLHM Board plans for library to pay for project in full. Sticha provided a brief overview of the bids received for the Centre Hall Needs Assessment, and outlined her preference, which was shared with Trustees. Decision will be made in concert with the Centre Hall Library Association. Sticha and Inglesby will work together to complete a reference check of similar projects for the selected bid.

Bookmobile: Body and structural work is still outstanding on the vehicle. It is being evaluated by a local repair shop.

Finance Committee: Sticha noted that correspondence was received from James L. Green Esq. attorneys regarding the Fleagle Foundation; following the sale of the Manse on Allegheny Street in Bellefonte, the annual distribution to CCLHM will increase by approximately \$5,000. These funds will be received in December 2021. Sticha also shared that the Leach Family Foundation, which made a significant gift in 2020, will be making a \$50,000 gift as a subsequent bequest from Rowland M. Leach, originally from Howard, Pennsylvania. Sticha recommended that the Finance Committee convene to decide what to do with these funds to make benefit of Mr. Leach's legacy.

Personnel: Delayed to Executive Session.

Planning: Pasch shared that in a meeting with Sticha, both identified that the loans and grants that the Bookmobile may be eligible for are also an option for the Centre Hall Library expansion project, and that until the CCLHM Board decides the priority of the expansion project and where the Bookmobile fits in, it is best to delay application for funds. Sticha noted that the Centre Hall Library expansion and reimagining the Bookmobile service model can't both be first priorities for the Board. The Centre Hall project is clearly defined, while many unknowns exist with the Bookmobile. Sticha recommended that while there is room for discussion regarding the Bookmobile, the best course of action may be to tweak and stabilize the current model.

Nomination: DeFilippis shared that she and Kurtz have been attending virtual Board orientation programs and are planning to develop a CCLHM Board orientation that includes developing new Trustees from within one's own network. DeFilippis added that she is pursuing possible leads to fill the Board-appointed Trustee vacancy. Sticha added that she appreciates term limits and limits to the number of consecutive terms because it promotes the health of the organization, and advocated for retaining long serving Trustees through committees so that they can continue to help with the organization.

Fundraising: None.

Executive Session: Pasch made a motion to enter Executive Session. Inglesby seconded. Motion carried. Executive Session began at 8:00 pm.

Inglesby made a motion to exit Executive Session. Pasch seconded. Motion carried. Executive Session concluded at 8:16 pm.

Comments for the Good of the Order and Adjournment: Inglesby made a motion to adjourn. Cleeton seconded. Motion carried. Meeting adjourned at 8:17 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director