

Centre County Library and Historical Museum Board of Trustees Meeting Minutes
Thursday, June 24, 2021
Virtual Meeting
6:30 p.m.

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

Trustees Excused: Justin Miller, Andrew Naugle

Staff Present: Denise Sticha, Robbin Degeratu, Kathleen Edwards

Guests Present: Cathy Flood, Ron Flood, Vickie Flood, James Keller, Pamela McCloskey, John Sengle

Call to Order: Helen DeFilippis, President, called the meeting to order at 6:33 pm. DeFilippis indicated a change in the agenda to move public comment until after the Needs Assessment presentation, to add the discussion of the 2020 audit, and to omit trivia.

Draft Needs Assessment Report: James Keller presented a draft of the Centre Hall Area Branch Library Needs Assessment and Library Expansion Study. Following the presentation to the Board, staff, and guests, Sticha invited attendees to submit questions and comments to Degeratu by July 2, 2021 to be sent on to Keller Group. Final report to be presented at the July 22, 2021 Board of Trustees meeting, and will be sent to stakeholders via email five business days prior.

Public Comments and Correspondence: DeFilippis shared that Sengle received a message from several Girl Scouts whose troop operates out of the Little House asking for permission to establish a pollinator garden. Sticha encouraged the Property Committee and Girl Scouts to collaborate with the Garden Club to find a suitable project. Degeratu shared that Theresa Hutton from Holt Memorial Library was featured on the front page of the *Clearfield Progress* in an article devoted to the Summer Library Pursuit.

Consent agenda: Cleeton made a motion to approve the minutes of May 27, 2021 and the Director's May 2021 Operations Report. Inglesby seconded the motion. Motion carried.

The minutes of the May 27, 2021 Centre County Library & Historical Museum Board of Trustees meeting were approved as submitted.

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

Finance Report: Sticha provided an overview of the presentation of the audit, which took place at a special meeting of the Board of Trustees on June 9, 2021. Sticha noted that the auditor, ARO, made suggestions for further improving financial reporting in the management letter; ARO provided an unqualified rating in the audit. Cleeton made a motion to accept the 2020 Centre County Library & Historical Museum audit as presented. Seconded by Carl. Motion carried.

Sticha provided an overview of the Profit & Loss and Investment Report. Noted that funds from the McQuiston, Schad, Rodvein, and Young Memorials are currently in the operating fund. Sticha suggested moving these restricted endowments into Centre Foundation prior to the end of 2021, which would allow CCLHM to draw on interest. Molly Kunkle from Centre Foundation will be invited to speak to the Finance Committee about this in future months. Kurtz made a motion to approve the financial report and investment summary. Inglesby seconded. Motion carried.

Agenda Items:

United Way: Degeratu provided notification about the United Way funding award via email. Provided an overview of the Memorandum of Understanding, specifically the recommendations made by the panel. Degeratu noted that the United Way is modifying its fundraising campaign in 2021 and will be highlighting each funded Partner Agency during that campaign.

Committee and Representative Reports:

Finance Committee: No report.

Property Committee: Inglesby provided an update on numerous property concerns. The fence and sidewalk repair project on the Museum property near the Little House has been completed and is safer and more attractive. The Bookmobile is in Halifax, PA having bodywork completed; no specific completion date has been provided. The repairs to the doors at the Centre Hall Area Branch Library were effective, and they are no longer blowing open. Inglesby is working with a carpenter to fix a gap on a second-floor window following some repair work to the header. Inglesby noted that Degeratu was providing regular updates regarding the impact of a lightning strike at the Historical Museum building on June 13, 2021, and suggested that a lightning rod might be an appropriate addition to the building. Degeratu provided a brief update on progress in repairs and replacements for technology equipment in particular following the lightning strike, adding that the insurance adjuster scheduled a visit for the week of June 28th. Inglesby added that the Board should consider roof replacement at Holt Memorial Library in the coming months; the Friends of Holt Memorial Library have agreed to split the cost.

Personnel Committee: Sticha noted that she offered full-time status to Jacob Jeffcoat, the Bookmobile Librarian, effective June 28, 2021.

Nomination and Governance Committee: Inglesby made a motion to approve Pamela McCloskey as a new at-large CCLHM Trustee. Cleeton seconded. Motion carried.

Planning Committee: No report.

Fundraising Committee: DeFilippis reiterated that United Way funding (\$22,000) and Tourism Grant funding (\$10,000) was awarded. Additional fundraising plans are delayed until Sticha's return in mid-August. Sticha added that one goal for 2021 is to establish a Friends group for Centre County Library in Bellefonte, and that is a goal for the Fall.

Comments for the Good of the Order: None.

Adjournment: Inglesby made a motion to adjourn. Cleeton seconded. Motion carried.
Meeting adjourned at 8:00 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director