

Centre County Library and Historical Museum Board of Trustees Meeting
Thursday, March 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

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

Review and Approval of the Minutes: Inglesby made a motion to approve the February 25, 2021 Board of Trustees meeting minutes. Pasch seconded. Motion carried.

Public Comments and Correspondence: Sticha shared two pieces of correspondence. CCLHM received a letter from Patrick Morse of the Hamer Foundation dated March 8, 2021, as well as a check for \$20,000; the letter indicated that this constituted their annual \$10,000 gift, as well as a one-time distribution of \$10,000 to assist with lost revenue from COVID-19. Sticha indicated that acknowledgement would be sent promptly to the Hamer Foundation. Next, Sticha shared correspondence from Kitty Wunderly, a former employee and current volunteer, who suggested that CCLHM request a lease from Centre County and move into the former Centre Crest building. Sticha responded to thank Wunderly for the suggestion, and indicated that this would be shared with the Board; Sticha added that a number of other projects are in the works and that now might be the right time to take advantage of that space. Board consensus was that Sticha's response was appropriate. DeFilippis plans to send additional email follow-up to Wunderly to confirm the discussion of the suggestion by the Board.

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

Approval of Reports:

Finance Report: Sticha gave an overview of the Finance Report, highlighting that distribution of State Aid has been deposited and is at 100%; technology expenses are higher than expected because of the purchase of a new computer for Kathleen Edwards which was delayed from Summer 2020. Cleeton asked whether a lump sum payment for State Aid is typical; Sticha explained that this is typical, and that for 2020-2021, the payment was provided in two installments. Sticha also provided an overview of the investment summary, highlighting significant investment gains in February. Sticha added that CCLHM has completed its application for Payroll Protection Program forgiveness, and that it has been forwarded on for consideration; \$115,300 is still in the money market fund from the PPP loan pending forgiveness. Sticha also added that roughly \$10,000 is still in the money market fund for

museum expenses pending additional invoices. Kurtz made a motion to approve the Finance Report. Cleeton seconded. Motion carried.

Director's Report: Sticha supplemented the written Operation's Report by adding that the Pennsylvania Room/Historical Museum has hired a new staff member who will start in April, and that there are four candidates in consideration for the Branch Manager opening in Bellefonte. Wi-Fi HotSpots officially launched on March 25th, and Sticha will be monitoring how they are transiting for the first two checkouts. Interlibrary Loan will resume on March 29, 2021, but will be limited to in-state loans only. Staff are in the middle of planning the Summer Library Pursuit, which will include an enhanced adult program this year in addition to a vibrant children's program. Sticha invited Degeratu to spotlight the Museum collection; Degeratu provided a brief overview of the history of the collection, and provided a look at a few of the artifacts on display in each of the galleries. Sticha added that many exhibits can be refreshed once the Museum is fully staffed again.

Federation Report: Sticha reminded the Board that Schlow Director Cathi Alloway's last day will be Friday, April 2, 2021. Lisa Collens, currently Schlow's Head of Patron Services, has been appointed and approved as the next Director. DeFilippis requested feedback on the letter to Cathi via email. Sticha suggested that the Board could direct a gift for Alloway to a fund opened in her honor at Schlow. DeFilippis made a motion to make a \$100 donation to Cathi Alloway's retirement fund at Schlow Centre Region Library. Pasch seconded. Motion carried.

New Business:

Museum Collection Development Policy: Degeratu provided an overview of proposed changes to the Historical Museum's Collections Policy, citing a desire to make the policy easier for staff to act upon and to communicate to prospective donors, and to further empower qualified staff to make decisions that are appropriate for the collection. Upon request from Sticha, Degeratu provided an overview of the process that guided developing the proposed changes, including consulting regional colleagues, and reviewing best practices from professional cultural heritage organizations. DeFilippis asked Trustees to review the proposed changes and executive summary of proposed changes with a goal of considering a vote in April.

United Way Application: Sticha outlined changes to the United Way application for 2021, noting that she shifted to one single program application for "General Library Services", which addresses library services, youth services, and how the CCLHM business model supports youth literacy, adult literacy, computer literacy, and more. The virtual United Way Site Visit is scheduled for Wednesday, April 14, 2021 at 6:00 pm. Sticha is working with Communications Coordinator Julie Valora to develop a video to share for the presentation. United Way had a successful fundraising campaign, and Sticha applied for the full amount of funding received prior to cuts in 2019 and 2020 respectively. Cleeton made a motion to confirm that the Board of Trustees reviewed the United Way application and is in support of its submission. Inglesby seconded. Motion carried.

Office of Commonwealth Libraries Annual Report: Sticha introduced the report and provided an overview of how it is used to assess the library's adherence to standards by both the Office of Commonwealth Libraries and the Pennsylvania Department of Education.

National Library Week: DeFilippis gave an overview of National Library Week, which will take place from April 4-10, 2021, and indicated plans for staff appreciation. Cleeton suggested that a proclamation request submitted in advance of Bellefonte Borough Council's April 4, 2021 meeting could be read out at the meeting on April 4th. Gray encouraged Sticha to request a proclamation from the Centre County Commissioners for National Library Week annually.

Old Business:

Bylaws Amendment: DeFilippis invited discussion of amending Article VIII of the CCLHM bylaws, "Order of Business", to remove the order of the agenda from this section, and to adopt the following language: "The President, in conjunction with the Executive Director develops the agenda for each meeting. At its discretion, the Board may choose to use a consent agenda." Seeing no discussion, and with Trustees having discussed the changes at the February 2021 Board of Trustees meeting and subsequently via email, Gray made a motion to amend Article VIII of the CCLHM bylaws as indicated. Cleeton seconded. Motion carried. DeFilippis invited further conversation of amending the CCLHM bylaws Article IX to add both the Property Committee and the Fundraising and Development Committee as standing committees. Seeing no discussion, and with Trustees having discussed the changes at the February 2021 Board of Trustees meeting and subsequently via email, Kurtz made a motion to amend Article IX of the CCLHM bylaws as indicated. Inglesby seconded. Motion carried.

Agreement with Reference to Funding – between CCL&HM and CHLA: Sticha noted that drafting this agreement is ongoing but that there are no updates currently. Noted that the Centre Hall Area Branch Library Needs Assessment is making progress, and the firm plans to convene focus groups in the coming weeks.

Committee Reports:

Finance Report: Cleeton, Inglesby, Gray, and Sticha met with investment team from Kristen Coombs for an update on investments, which are invested conservatively but have seen a 8.2% return after fees since May 2020. Inglesby added that First National Bank investments, which are invested more aggressively, are up 14%. The Finance Committee expressed that they were content with how each investment is progressing, and Sticha noted that though the money market account is currently around 0.5%, it is worth taking time to see how that account progresses in line with COVID-19 recovery. The Finance Committee plans to meet with Coombs in April to review an updated investment strategy and policy

Personnel: None

Property: Inglesby and Sticha provided a comprehensive update on property projects:

Bookmobile: Currently at Gray's Vehicle Clinic for an assessment since it has been off-road for a long time. Some minor mechanical work is needed; once that work is finished, the Bookmobile will go to Bowersox auto shop in Milroy, Pennsylvania for body work. An invoice from Bowersox is expected in the coming weeks.

Historical Museum: Elm tree in garden has been removed, with most of the wood going to local Girl Scout troops and a local Girl Scout camp, as well as the woodworker who made the storytime chair. Property Committee is working with the Girl Scouts and the Friends of the Little House to outline next steps for the concrete path that connects the main sidewalk to the Little House. Side porch and shutter painting projects are on hold. Sticha plans to convene a meeting of the Property Committee to develop a plan for the Tourism Grant application, due April 30th. Paul Kensinger of Von Kensinger Roofing indicated that back porch roof at Historical Museum can be replaced at the same time as the roof is redone at the Girl Scout Little House; tentative plan is to move forward with a membrane roof. Inglesby is going to collect quotes for membrane and standing-seam.

Centre Hall: Facilities Manager Troy Butler was able to re-place the displaced gutters on the building. The heating compressing unit that was damaged by falling ice is scheduled to be repaired in the coming weeks. Necessary parts to make the front doors to the library are coming in, Inglesby plans to follow up with HoodCo. Electrician has not provided estimate yet, but is hesitant to pull up decking in the upper vestibule area where wires need to be run for the front door automation; Inglesby requested permission to pull up the decking on a voluntary basis, which Sticha granted. Scott's Landscaping will drop off mulch during the last week of March, and the Penns Valley Beef Club will spread it over all of the flowerbeds the weekend of April 3.

Holt Memorial Library: Butler will meet with Von Kensinger Roofing on March 26, 2021 to assess the roof and get more information about the best way to repair and re-patch areas that are leaking. Sticha hopes that Kensinger can give CCLHM a timeline for when this roof will need to be replaced.

Planning: None.

Nomination: DeFilippis is pursuing options for prospective Trustees and encouraged current Trustees to send names and contact information for any interested individuals. DeFilippis added that she and Lindsey Kurtz, Vice President, are developing a Board Orientation resource that they hope to share by mid-April.

Fundraising: Sticha noted that the Centre Gives Success Series has begun, and that plans are beginning for that fundraiser. She added that she spoke with Centre Foundation Executive Director Molly Kunkle about donor development software, and they plan to find a time to discuss options, during which Kunkle may make some recommendations. DeFilippis suggested

beginning to promote Centre Gives in early April to build up anticipation, and asked Trustees to bring up the Centre Gives event within their personal networks.

Comments for the Good of the Order and Adjournment – Trivia Question: No comments from Trustees. Monthly trivia question was, “This branch houses the library system’s only “OSMO” gaming unit for STEAM education for pre-readers, and is the home library of the largest number of home-schooled patrons.” Kurtz correctly guessed Centre Hall Area Branch Library. Kurtz made a motion to adjourn the meeting. Cleeton seconded. Motion carried. The meeting adjourned at 8:01 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director