

Centre County Library and Historical Museum Board of Trustees Meeting
Thursday, May 26, 2022
Zoom Virtual Meeting
6:30 pm

Trustees Present: Lindsey Kurtz, Helen DeFilippis, Carl Inglesby, Deborah Cleeton, Pamela McCloskey

Trustees Excused: Justin Miller

Staff Present: Denise Sticha, Michele Reese

Call to Order: Lindsey Kurtz called the meeting to order at 6:33 PM

Public Comments and Correspondence: Sticha stated that Theresa will be sending a letter to board members inviting everyone an Open house June 21st at 1 pm. North Central Sight Services will be there. She will also be inviting the Philipsburg Borough council and local businesses. Sticha reported that she received a letter from Rep. Scott Conklin stating that he had sent a letter to Dan Saylor as head of appropriations committee encouraging increases to funding for all libraries across the Commonwealth.

PSU's Leading Law Student program that placed Andrew Waxman on our Board has sent an evaluation form and asked if we would be interested in participating next year. Denise stated that she would be interested in participating with the program again next year.

Presentation of the 2021 audit and 990 – Amanda Liedtka from ARO, reviewed the 2021 Audit results. Only item left to have completed is the approval of the Audit by the Board and sign the required documentation. Amanda stated that she and Nicole will be meeting with Michele Reese to review the adjustments and make corrections to the prior adjustment entries. The Board discussed the 990. *Inglesby made the motion to approve the Audit and the 2021 990 return. DeFilippis seconded. Motion carried.*

Consent Agenda: DeFilippis made a motion to approve the consent agenda including minutes from the March 24, 2022 and the Operations Reports from March and April. Gray seconded. Motion carried

CCLHM is also applying to be an Educational Improvement Organization with the DCED under the EITC (Educational Improvement Tax Credit program). We needed to receive supporting letters from each of the 4 school districts in our service area. Once approved, business will be able to donate to CCLHM and get tax credit. We will need to renew our application annually. Sticha reported that she had received all four letters from the school districts supporting the Library.

Sticha stated that text messaging software (Vizzlie) has been purchased so texts can be sent out to Patrons.

Finance Report and Investment Summary: Sticha had sent out the expanded P&L for the Board to review. Discussion was held regarding the report with the Board. Sticha pointed out that the PA UC is running high due to Grove drawing unemployment and our status as a reimbursable employer. Our escrow balance was low, and we did not have enough funding to cover the payments. We are now paying funds to catch up on the balance. Contract services – the large payment is the final payment to Vigilant for the HM. Utility costs are all higher due to price increases. Sticha stated that we are watching expenses and will be able to pull from investments if needed.

Cleeton and DeFilippis stated that they liked the expanded P&L because it showed the detail of all accounts. Sticha reviewed the Investment summary and stated that the investment accounts are down slightly due to current economic issues. *Cleeton made the motion to approve the Finance report and Investment Summary. Inglesby seconded. Motion carried.*

New Business

RFP for auditing services: Sticha sent out a draft of the RFP to the Board for them to review prior to the meeting. Sticha stated that she still has a listing of prior firms that the RFP was sent to three years ago, and will send it out to them again. Inglesby stated that he will reach out to the accounting firm that works with his firm to see if they would be interested in submitting an RFP. *Inglesby made a motion to approve the RFP. Cleeton seconded. Motion carried.*

District Services Agreement for 2022-2023: Sticha discussed the agreement. Our services are listed on page four of the Agreement. Several items are covered by the agreement and the funding has not changed. Kurtz represented the Library at the District Agreement meeting. The Agreement was approved at the meeting and just needs to be ratified by the Board. There is a chance that more state funding may go into the district budget this coming year. DeFilippis asked if Sticha felt if everything was covered in the agreement and she stated she did. *DeFilippis made a motion to approve the District Service Agreement for 2022-2023. Inglesby seconded. Motion carried.* Kurtz asked if there was enough funding to purchase items for the collection. Sticha explained that we need to spend 12% of our operating expenses for the collection and that we do have sufficient funds for the collection. If we do not hit the purchase mark of the 12% then we can ask for a waiver from the Office of Commonwealth Libraries.

Bellefonte Library Friends planning meeting: The meeting did not take place but Sticha stated that after the holiday she will send out a new doodle poll to see when everyone will be available. She will also send the poll out to the Board, so they can attend if they are able to. Stated if the Board knew of anyone who would be interested in joining the Friends group to let her know and she will send out an email stating what the group is about.

Discussion about a Board “retreat” for planning and prioritization: Kurtz discussed about having a “retreat” so the Board can meet and discuss larger events that need more time to be discussed. Inglesby stated that he likes the idea of meeting as well as DeFilippis. Sticha stated that the Board could meet at the Bellefonte or Holt meeting room or at other locations if the Board does not want to meet in the library. Gray stated that she thinks it will be very worthwhile especially since the Board has been doing zoom meetings since 2020 when she joined the board and would like to interact with other members face to face. Kurtz stated that is important to meet face to face. Sticha stated that a survey could be done to see what time is best for everyone. She will work

with Kurtz on that. DeFilippis stated that using the library would be a good place to meet. Sticha stated that the PA room could be used as well.

Old Business:

Centre Hall Library Association Memorandum of Understanding (MOU): Kurtz stated that she and Sticha are still working with the Centre Hall Library Association on the MOU. There have been a few issues with the group that need to be worked through. Sticha stated that the Holt MOU also needs to be updated and will work with the Friends group to the process started.

Social media policy (vote): Inglesby stated that there is a typo on page 2 paragraph C identify needs to be added replacing the current spelling. *Inglesby made a motion to accept the policy with the change made. Gray seconded. Motion carried.*

Election Polling: Gray asked how the polling went. Sticha reported that everything went well and there were no issues. DeFilippis suggested that possibly the poll worker and voting machines could be set up differently for the next General election.

Centre Hall 25th Anniversary Celebration: DeFilippis stated that she had not reached out to Kathleen at the Centre Hall library yet, however, she will help when they are ready to move forward with the celebration.

Committee Reports:

Finance: Inglesby reported that he had signed a form from Kish bank regarding the FDIC insurance. Discussion was held regarding the investments and their current balance with the volatile market.

Personnel (Administration and Human Resources): Sticha reported that Holt has a new hire as of May 16th. Holt will be increasing their hours effective June 1st now that they are fully staffed. Bellefonte has had 2 resignations in the last month and they will not be hiring any new staff but will use current staff to fill the hours that are open. Sticha discussed with Nicholas about hiring a junior staff employee and stated that he is interested in the idea. Centre Hall, Jonah has graduated and will continue to work. PA Room, Katie Monsell will be leaving in August and Robbin will be working on securing a replacement for her. Onboarding needs to be reviewed.

Property (not a standing committee): Inglesby said that he and John had met with Brian Chilton a couple times on the porch. We have been approved by HARB on the design. He stated that the porch main floor should be concrete. Brian will be submitting the paperwork for the code improvement for the porch. Sticha stated that the Tourism Grant has been submitted for the Howard street project. Sticha reported that there was a water backup in the Bellefonte library. Stated that Troy went up on the roof to look at the spouting and lifted the grate on the drain that water drained, and the issue has been resolved. The carpets will be cleaned Memorial Day weekend. The lighting has been fixed and lighting adjusted at the Library for the sign and Children's Garden sign.

Holt – John Sengle met with Eric Kelmensen to discuss running the possibility of running internet cable over the Holt roof. John looked at the roof and felt that there would not be any issues. An agreement was drawn up and signed with Eric Kelmensen and the Library. Bookmobile – had issues last week and Sam had to go to Hublersburg to do a temporary fix on the air hose. It was

taken to Gray's on Tuesday (5/25/22) due to radiator issues and overheating. Sam stated that the water pump needed to be replaced as well as the radiator. The pump will cost \$700 and the radiator will cost roughly \$3200. The Kia is currently being used for the Bookmobile stops. Sticha stated that she feels since we have invested so much into the Bookmobile with all of the repairs that we continue to use it for as long as possible. Sticha stated that she has begun pricing on replacing the bookmobile. Sticha has reached out to Maroney's, the company where the Bookmobile was purchased, to ask if pricing information and to a company in Ohio that the Clearfield Library used for their bookmobile purchase.

Historical Museum – decorations have been purchased by Michele for the holidays from the funds received through the Proud to Be American grant fund of the Centre Foundation. Troy has hung the bunting and new flags.

Planning (not a standing committee): Nothing to report

Nomination (Governing): DeFilippis stated that she has not heard from Spring Township and stated that the other contacts she has reached out to they are not able to join the Board due to other commitments. Sticha stated that she had met with Tracy Benson and asked him if he would like to join the Board, but he declined. She asked him if he knew of any candidates and he said that he would check. DeFilippis asked about advertising the open spots at the Township buildings. Sticha stated that she is going to work with Malik-Williams on a Board page on the website. Gray asked if anyone had reached out to Dave Capperella and Mike Danneker from Spring Township for a representative on the Board. Gray stated that she will reach out to Mike to let him know that they really should have representation on the Board. McCloskey asked if anyone had reached out to Dale Moore from Spring Township and no one had not. Gray asked about possibly placing something on the Library Facebook page regarding the need for Board members. Sticha stated that she will look into the post. Sticha stated that she will mention the need for Board members at the United Way meeting.

Fundraising (not a standing committee): Centre Gives- Report was sent out showing the donors and their locations. Sticha stated that discussion was held regarding holding a kickoff next year in the garden.

Comments for the Good of the Order and Adjournment: Sticha stated that on WPSU there is a show on the Underground Railroad this evening and Robbin had submitted information for it. *Inglesby made a motion to adjourn. Cleeton seconded. Motion carried.* The meeting adjourned at 8:09 pm.

Respectfully submitted,
Michele Reese
Office Manager