

Centre County Library and Historical Museum Board of Trustees
Thursday, September 23, 2021
Zoom Virtual Meeting
6:30 p.m.

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

Trustees Excused: Pamela McCloskey, Justin Miller, Andrew Naugle

Staff Present: Denise Sticha, Robbin Degeratu

Guests Present: Andrew Waxman

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

Public Comments and Correspondence: Sticha shared a letter from Pennsylvania librarian Bernadette Lear. Lear shared that her forthcoming book *Made Free and Thrown Open to the Public* was informed in part by visits to Centre County Library & Historical Museum (CCLHM). DeFilippis added that Sticha, Gray, and Inglesby attended the September 14, 2021 Centre County Commissioners Meeting where September was acknowledged as National Library Card Sign-Up Month.

Consent Agenda: Cleeton made a motion to approve the minutes of June 22, 2021 and the August 2021 Operations Report. Inglesby seconded the motion. Motion carried.

The minutes of the July 22, 2021 Centre County Library & Historical Museum Board of Trustee Meeting were approved as submitted.

The August 2021 Operations Report was approved.

Finance Report: Sticha provided an overview of the financial statements and noted that CCLHM is on track to end the year in a strong position because of CARES Act money and because she and Office Manager Michele Reese can now better anticipate cash flow and expenses. CCLHM did not need to draw from investments in 2021. Sticha noted that the McQuiston and Rodvein/Young memorial funds are restricted and are not earning much interest; moving these funds into Centre Foundation with other restricted funds would help generate interest that CCLHM could draw from. Cleeton made a motion to close out the McQuiston and Rodvein/Young memorial funds and move these monies to Centre Foundation. Inglesby seconded. Motion carried. No further discussion on the financial report. Inglesby made a motion to approve the financial report and investment summary. Gray seconded. Motion carried.

Agenda Items:

PMRS Rates 2021: Sticha provided an update on the current status of CCLHM'S account with the Pennsylvania Municipal Retirement System (PMRS). Sticha and Reese have completed the annual PMRS worksheet, and CCLHM will not need to pay into PMRS in 2021. Anticipate paying into the fund in 2022. Sticha read the PMRS Memo to Governing Board Advising of 2022 MMO into the minutes (see attached). Inglesby made a motion to accept the 2022 Minimum Municipal Obligation for the Pension Plan from PMRS. Pasch seconded. Motion carried.

Employee Health Insurance Options: Sticha presented several employee health insurance options provided by Pennsylvania Chamber Insurance. Noted that there is a projected rate increase of 20% for the current plan, and outlined alternative solutions including different plans and different levels of employee contribution. Inglesby made a motion to change employee health insurance from a Geisinger PPO plan to a Capital BlueCross PPO plan for the next enrollment year. Kurtz seconded. Motion carried.

Proposed Amendment to Bylaws: Sticha and DeFilippis provided a proposed amendment to the bylaws to enable the CCLHM Board of Trustees to add student members of the Board. The proposed amendment to Article III would read: "6. The Board may, as it sees fit, participate in programs that provide opportunities for students to serve their local community through membership on the Board. These students are temporary non-voting members whose terms will be determined through a Memorandum of Understanding with their parent educational institution." No discussion, comments, additions, concerns.

Memorandum of Agreement with the Centre Hall Area Branch Library Association: Inglesby is waiting for a response from his family attorney in reviewing the proposed memorandum of agreement (MOA). Sticha to send the proposed MOA to solicitor Tracy Benson for additional review and comment.

Discussion about Keller Recommendations: Sticha plans to build a logic model mapping all of the steps that might need to take place depending on what option, if any, is chosen for the proposed Centre Hall Area Branch Library (CHABL) expansion; invited reflections on the options that are being considered: (1) No expansion, interior remodeling; (2) Expand to the side as designed by Mr. Lehr; (3) Expand backward toward the school as Keller suggested. Sticha noted that the Centre Hall Area Branch Library Association (CHABLA) is unsure of the next step forward given the high cost projections for expansion options. Discussion centered on fundraising capacity and engagement of the Centre Hall Borough. Sticha encouraged CHABLA to establish a presence at Centre Hall Borough Council meetings to grow the relationship between the Borough and the library. DeFilippis asked Sticha to communicate with CHABLA prior to their October museum that CCLHM's Board is supportive of an expansion project, and to note that the Board is considering the most strategic path forward. Sticha suggested scheduling a meeting with the Penns Valley School District Property Committee to provide an update on the options that are being considered and to collect feedback before moving ahead.

Committee and Representative Reports:

Finance: Nothing additional to report.

Property: Inglesby and Sticha provided several updates. New roof leaks emerged at Holt Memorial Library during heavy rains; they prove to be hard to trace, and are not very destructive. Historical Museum porch project has come to a halt because assistance is needed to draw up bidding documents for the work; the Property Committee has received a bid from Chilton Designs, LLC to assess the structure and options for repair, and to prepare bidding documents. Inglesby made a motion to accept the quote submitted by Chilton Designs related to the two-story Howard Street porch on the Historical Museum. Cleeton seconded. Motion carried.

Personnel: Sticha provided an overview of staff realignment of CCLHM's communications responsibilities. Julie Valora, who was the Communications Coordinator, is being shifted to a role that focuses entirely on outreach and Circulation Desk responsibilities. Sticha outlined a plan to create a part-time Communications Manager position; Board consensus was supportive of this plan. Sticha also noted that Nicholas Struble, Centre County Library Branch Manager, completed his three-month review.

Nomination and Governance: DeFilippis noted that she is beginning to solicit interest in filling Board seats in 2022, and is getting limited feedback. Requested that other Trustees work to identify people in their own networks who might be effective new Trustees.

Planning: Nothing additional to report.

Fundraising/Development: Sticha notified the Board that staff are beginning to pull together the annual appeal with the goal of releasing it to the public around Thanksgiving. Planning to have donor development software in place before that is deployed so that donors can be entered into that software. DeFilippis added that GivingTuesday is on Tuesday, November 30, 2022, and Trustees are encouraged to participate and to engage their personal networks in giving on that day.

Comments for the Good of the Order: DeFilippis introduced trivia to the Board: “This branch has been the host of interactive exhibits from partners in the community such as Discovery Space, Girl Scout troops, crafters, and the community. Currently there is a mini exhibit in the Children’s Department.” Answer: Centre County Library in Bellefonte. Sticha added that for the 20th anniversary of September 11th, Centre County Library introduced a display. Added that 2022 Saturday Calendars will go on sale soon and will ship internationally.

Adjournment: Inglesby made a motion to adjourn. Kurtz seconded. Motion carried. The meeting adjourned at 7:58 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director