

Centre County Library and Historical Museum Board of Trustees Meeting Minutes
Virtual Meeting
Thursday, May 27, 2021
6:35 p.m.

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

Trustees Excused: Justin Miller, Andrew Naugle, Margaret Gray

Staff Present: Denise Sticha, Michele Reese, Laura Sarge

Guests Present: Pam McCloskey

Call to Order: Helen DeFilippis, President, called the meeting to order at 6:35 pm.

Public Comments and Correspondence: DeFilippis introduced Pam McCloskey. Pam is interested in possibly joining the Board.

Sticha stated that she and Michele are working with the Auditors regarding information on the Woods account. Sticha asked that a special meeting be held June 9th for the auditors to present the audit. She stated that Mr. Keller would be presenting his report at the June meeting and was not sure how long it would take. Discussion was held regarding the meeting. Inglesby motioned to have a special meeting June 9th for the review. Cleeton seconded the motion. Motion carried.

Library Mission/Services/Program: Laura discussed the upcoming Summer Library Pursuit program slated to start June 21st and the importance of having this for the community. She explained to the Board how adaptations have been made to do virtual programs throughout the Summer. Kits are being made for each week of the program and if a Patron is not comfortable coming out to the Library to pick up kits they can print each week's program out from our website. Laura gave a quick overview of the program on the website. Sticha stated that there has been talk of doing a special SLP for Staff to participate in and receive raffle tickets for a chance to win a prize.

Consent agenda: Kurtz made a motion to approve the minutes of April 22, 2021 and the Director's April 2021 Operations report. Inglesby seconded the motion. Motion carried.

The minutes of the April 22, 2021 Centre County Library & Historical Museum Board of Trustees meeting were approved as submitted.

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

Finance Report: Sticha delivered the Finance Report, stated everything is tracking as expected. The Finance Committee met with Kristen Coombs' in April and discussed the investment policy. Reported that investments are doing well and that State funding has been received and is drawn on when needed. Cleeton asked if CCL&HM would be eligible to receive funds from American Rescue Plan. Sticha was not sure but stated that funds had been received from the Cares Act. Cleeton stated that she would do research on the ARP to see if CCL&HM would be eligible to receive funding. Inglesby made a motion to approve the Finance Report. Cleeton seconded. Motion carried.

Agenda Items:

Needs Assessment Update: Sticha stated that they are on track with the focus groups. So far there have been five focus group meetings. There was a good representation with the community group. The East Penns Valley board was invited to attend and three members attended. Sticha stated that she will be meeting with the EPV board in August. There will be a brief focus group meeting June 7th with Potter Township. She also stated that we need to keep Centre Hall borough updated on the plans. A preliminary report will be given in June by JR Keller, LLC to discuss recommendations and get feedback. Final report will be given at the July 2021 board meeting.

Agreement with Reference to Funding CCLHM and Centre Hall Library Association: Sticha reported that the draft agreement has been sent to CHLA for review and they were concerned with the wording about the dissolution of the organization. Sticha shared changes and they are good with the new wording. The agreement will be reviewed on an annual basis to make changes if needed. If either party wishes to terminate the agreement, notice is to be given to the other party. Sticha asked the Board if they were ok with the removal of the dissolve clause. Discussed having legal counsel review the agreement and it was decided that it be sent on to Michelle Casserly for review.

District Agreement: Annual agreement covers money that is received from the State. The funds are used for the salary of District Library Consultant Brady Clemons, Inter-library loan costs and the balance goes to the e-book collection. Opportunity for questions was given. Cleeton motioned to support the District Agreement. Kurtz seconded the motion. Motion carried.

User Behavior Policy review task force: Reviewing in conjunction with Schlow. A task force made up of both libraries will be made up with the following employees from CCL&HM; Sticha, Edwards, Hutton, Shaffer and Hoover will be an alternate. Schlow will have three representatives. The goal is to have the policy review completed by the end of the year.

COVID 19 procedure update: Staff will continue to be required to wear masks to model behavior for patrons. Patrons will be encouraged to wear masks. Material quarantine has been reduced to 48 hours and will continue at that for now, cleaning of furniture and computers will continue. Plan is to go back to full hours of operation after Labor Day, full capacity and introduce small programs. Sticha stated that the Holt Friends met in person for their April friends meeting. Inglesby asked if it would be possible to have the Board meet in person starting with the June meeting with the option to remote in. Sticha stated that the meeting could be held in the PA Room. Board members in attendance agreed to meet in person or remotely. Kurtz stated that she would like to have a meeting held at Holt. Sticha stated that the August meeting could be held there. Sticha noted that she will be attending via Zoom as she will be away. She also stated that the employees had created a Q&A list for her while she is off and will review this at the next staff meeting.

Committee and Representative Reports

Finance Committee:

The Finance committee did not have a meeting in May, however, a meeting with FNB is still in progress.

Property Committee:

Centre Hall Door: Inglesby stated that the closers are working on the doors. During this past storm with heavy winds the doors did not blow open as they had been doing previously. Edwards had stated that it was nice to have the ADA doors.

Bookmobile Body Work: Sticha reported that Jacob Jeffcoat had emptied and cleaned out the Bookmobile. The plan is to take the Bookmobile to Halifax on June 14th to begin the repairs. No firm quote has been given on the repairs at this time. Tentative date to have the Bookmobile back on the road is July 6th starting with the regular schedule until after Labor Day and then begin with a five-day week schedule and rotation of stops. Jacob shadowed the Bookmobile driver in Clearfield for two days to see how they performed their operation. Sticha reported that the Bookmobile should be good for another five years of use before it would need to be replaced.

Museum Projects: Inglesby reported that the Little House roof has been completed. The roof over the back porch of the Museum has been completed, however, the gutter and elbow still need to be done. The copper from the back-porch roof was split with Von Kensinger. Inglesby and Sengle took the copper to be recycled and received \$802.90. A bid was received from Eli Swarey to repair the wall, sidewalk and fence by the Little House. A decision was made to use Swarey as the contractor for the project. Marlin Peachey, who repaired the Museum chimneys, gave a good reference for Swarey. The cost of the project will be \$4450 and a donation of \$2500 towards the cost has been made by Frances & Richard Shreve. No start date has been set.

Museum side porch: Sengle spoke with code and a plan needs to be set. Brie Chilton, a structural engineer, and Alan Popovich, an architect, were contacted regarding the replacement. Need to get the cost of the architect and spending limitations need to be set. There may be a possibility of additional \$80,000 for the replacement. Sticha stated that another meeting with Alan needs to be scheduled. Sticha reported that we have applied for the Tourism Grant in the amount of \$28,000 to be used for the porch foundation.

Holt Memorial Library Roof: Sticha reported that Von Kensinger Roofing is scheduled to begin work late August/early September. Paul will honor the price of the bid that was given if material prices should increase. The Board agreed that the bid will be accepted. The section of roof to be replaced is near the rear of the building. The rest of the roof is in good shape. Sticha also reported that there had been debris on the roof from the neighbors. Theresa reached out to the new owners of the building to let them know what the tenants had been doing and no other debris has been found to date. A brief discussion was held regarding the leak from this past winter.

Personnel Committee: Sticha reported that Nicholas Struble has been hired as the Branch Manager for Bellefonte. A small reception was held on the 25th of May for him to meet Staff and Board members.

Nomination Committee: Pam McCloskey is interested in joining the Board. Sticha stated that she will send out a Board roster so members can see who will be cycling off.

Planning Committee: Pasch stated that she will continue to look into grants for the Bookmobile. She reported that she is looking at how other states are performing their operations as things start to open back up. Pasch stated that she had started to work on a survey that she would like to have the Commissioners and different organizations complete. Further discussion was held regarding the survey.

Fundraising/Development Committee:

Centre Gives: Sticha reported that our goal for this year's Centre Gives was over the budgeted amount. Inglesby asked if it would be possible to coordinate a time next year for everyone to make their donation so that CCL&HM and may be able to try and win a prize. Sticha noted that this would be something that could be looked into. Sticha noted that the Holt and Centre Hall Friends groups had both raised funds during Centre Gives. DeFilippis stated that she would like to see more of a push for fundraising during Giving Tuesday.

Sticha stated Nicholas Struble had asked about fundraising during his interview in regard to one of his responsibilities. One of the goals to be set for Struble is to start a Friends group in Bellefonte.

Comments for the Good of the Order: The June and July Board meetings will take place at the PA Room and the August meeting will be held at Holt. A special meeting will be held on June 9th for the Auditors to present the Audit and the 990.

Trivia question- this branch is located near the county line, received a Keystone Grant in the past 5 years and has an elevator. Answer: Holt

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

Respectfully submitted,
Michele Reese
Office Manager