

Centre County Library and Historical Museum Board of Trustees
Thursday, January 27, 2022
Zoom Virtual Meeting
6:30 pm

Trustees Present: Debbie Cleeton, Helen DeFilippis, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Pamela McCloskey, Justin Miller, Kate Pasch, Andrew Waxman

Trustees Excused: Andrew Naugle

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: Helen DeFilippis, President, called the meeting to order at 6:34 pm.

Public Comments and Correspondence: Sticha read an email message from the Centre Hall Borough Secretary dated January 4, 2022 regarding the reappointment of Lindsey Kurtz: “The Centre Hall Borough Council took action last evenings Re-Organizational Meeting and re-appointed Lindsey Kurtz to a 3-year term on your Board of Trustees. The rest of 2022 Council meetings will be on the 2nd Thursday at 7p.m.”

Consent Agenda: Cleeton made a motion to approve the minutes of December 9, 2021 and the December 2021 Operations Report with corrections. Inglesby seconded. Motion carried.

The minutes of the December 9, 2021 Centre County Library & Historical Museum Board of Trustees Meeting were approved with corrections.

The December 2021 Operations Report was approved.

Finance Report: Sticha reviewed an update to the 2022 budget, including a corrected expense line for employee health insurance; an additional adjustment for the projected aid from Centre County Government will be made as well. Sticha to work with Office Manager Michele Reese to present a revised budget in the coming weeks. Sticha also provided an overview of the creation of the new CCLHM Special Projects Fund at Centre Foundation using funds from three smaller investment accounts; the principle of these three funds was deposited into the new account, totaling approximately \$13,000, which was matched dollar-for-dollar by Centre Foundation. McCloskey asked for reconfirmation of the deposit amount into the new Centre Foundation fund, citing a different amount in the December 2021 Board of Trustees meeting minutes. Staff will verify the amount and report to the Board at the February 2022 Board of Trustees meeting. Board elected to wait to approve the Finance Report and Investment Summary in anticipation of updated information.

New Business:

Election of Board Officers: Trustees held open discussion regarding the 2022 CCLHM Board of Trustees Officers. DeFilippis nominated Lindsey Kurtz for the position of President; Inglesby nominated Pamela McCloskey for the position of Vice President; DeFilippis nominated Carl Inglesby for the position of Secretary-Treasurer. Inglesby made a motion to approve the slate of

nominees for the 2022 Centre County Library & Historical Museum Board of Trustees Officers. Cleeton seconded. Motion carried.

Committee Appointments: DeFilippis and Sticha led an overview of each of the CCLHM Committees and answered questions regarding service. The following Trustee assignments were made:

Centre County Federation of Public Libraries Board Representatives: DeFilippis, Gray, Inglesby

District Advisory Council: Kurtz

Finance Committee: Cleeton, Gray, Inglesby

Fundraising/Development: DeFilippis, McCloskey

Personnel: Cleeton, Kurtz

Property: Inglesby, Kurtz, Miller, Additional community members (John Sengle, Matt Bonchack)

Planning: DeFilippis, Pasch

Nominating and Governance: DeFilippis, McCloskey

Municipal Visits strategy and discussion: Sticha introduced a plan to strategically visit municipalities throughout CCLHM's service area - especially those municipalities with Bookmobile stops - to promote cooperation and potentially increase funding. Broader discussion deferred to February Board of Trustees meeting.

PANO (Pennsylvania Association of Nonprofit Organizations) Standards of Excellence: Sticha shared that she is enrolled in a six-part education series with PANO to learn about the national Standards of Excellence for Nonprofit Organizations accreditation program. Sticha will report out to the Board regarding this program; if CCLHM elects to pursue accreditation, Sticha and the Board will pursue it in concert. DeFilippis noted that other PANO trainings were helpful for she and Kurtz with regard to Trustee effectiveness, meeting coordination, and recruitment.

Old Business:

2022 Meeting Schedule: Sticha referenced three options for Board of Trustee meetings going forward: (Option 1) Eleven monthly meetings with a combined November/December meeting; (Option 2) Nine meetings with a combined summer meeting; or (Option 3) modifying the bylaws to give flexibility for four or more meetings per year with the intention of meeting bimonthly. Sticha noted that email voting is permitted by bylaws which would enable business to be conducted in off-months; Gray added that a less frequent meeting schedule could be advantageous because of the amount of staff time needed to organize each meeting. Following discussion, consensus was that six meetings per year is sufficient. Sticha suggested holding a February meeting in order to vote on this change to the bylaws before transitioning to the new schedule. Trustees will consider voting on this change to the bylaws at the February 2022 Board of Trustees meeting.

Bylaws Amendment: Sticha suggested deferring voting on this amendment until the February 2022 Board of Trustees meeting to consider all bylaw revisions at once.

Investment Policy Statement: Inglesby shared that Investment Policy Statements from both Kristen Coombs and First National Bank are awaiting final review by the Finance Committee.

Committee to meet in advance of the February Board of Trustees meeting with the intention to make a recommendation to the full Board at that meeting.

Centre Hall Library Association Memorandum of Understanding (MOU): Sticha provided an update on the draft MOU that was sent out to the Board in advance. Noted that the MOU was reviewed by an attorney who recommended formalizing a non-voting Board liaison relationship with the Library Association; CCLHM to have non-voting representation on the CHLA Board, and vice-versa. Inglesby made a motion to approve the draft Memorandum of Understanding with the Centre Hall Library Association. Cleeton seconded. Motion carried.

Committee Reports:

Finance: Inglesby shared that during the meeting with Kristen Coombs, he voiced a concern about utilizing types of investments that don't perform well in response to interest rate increases; the response from Coombs' team was satisfactory and indicated that moves are being made in anticipation of interest rate increases.

Personnel: Sticha noted that a number of part-time positions are open at libraries. DeFilippis noted that she and Kurtz conducted Sticha's annual review on December 20, 2021.

Property: Inglesby confirmed that work from Brian Chilton for the Historical Museum building is outstanding. Sticha and Property Committee member John Sengle met with Bellefonte's Historical Architecture Review Board (HARB) in December to see feedback on changes to flooring in the Museum's side porch renovation; feedback was supportive and suggestions were provided. Second-floor door replacement is ongoing, moving slowly due to the cold weather. Inglesby shared that John Sengle is working to get a bicycle rack for the Centre Hall Library. Concerns regarding the parking lot at Centre Hall were raised by the Centre Hall Library Association; these concerns will be addressed during a scheduled meeting with the Penns Valley School District to discuss expansion prospects.

Planning: Pasch provided an update on surveys that she has been developing in concert with Sticha. Survey intended for patrons who are current library users is nearly finalized and will be submitted to the Board for review at the next meeting. Pasch is also working to develop a separate survey for non-library users, which will be submitted for review and feedback. Sticha noted as part of planning that 2022 is the 25th anniversary of the Centre Hall Area Branch Library, which opened in June 1997, and had a grand opening in September 1997. A celebration event in September 2022 coordinated by CCLHM would be an appropriate way to commemorate the event and potentially kick off a capital campaign.

Nomination: DeFilippis and Kurtz are working to develop an orientation for Trustees. Requested that all Trustees, especially those rotating off, begin to work to cultivate prospective Trustees who could serve on committee in 2022.

Fundraising: Sticha provided an overview of the 2021 Annual Appeal, which will conclude on January 31, 2022. Performance continues to be strong as compared to the 2020 appeal, which had a strong response. Degeratu gave an update on Little Green Light, the new donor development program that CCLHM is using, and highlighted its simplicity and ability to

streamline fundraising work. Sticha noted that 218 solicitations were sent out for the Summer Library Pursuit program.

Executive Session: Inglesby made a motion to enter Executive Session. Kurtz seconded. Motion carried. Executive Session began at 8:09 pm.

Inglesby made a motion to increase the salary of the Executive Director to \$72,500. Cleeton seconded. Motion carried.

Inglesby made a motion to exit Executive Session. Gray seconded. Motion carried. Executive session ended at 8:34 pm.

Comments for the Good of the Order and Adjournment: Inglesby made a motion to adjourn. Cleeton seconded. Motion carried. Meeting adjourned at 8:35 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director