

**Centre County Library & Historical Museum Board of Trustees Meeting**  
**Thursday, July 27, 2023**  
**Holt Library**  
**6:30 pm**

**Trustees Present:** Deborah Cleeton, Carl Inglesby, Kathleen Gomez, Vickie Barnett, Bryce Taylor, Pam McCloskey, Lindsey Kurtz

**Trustees Excused:**

**Staff Present:** Michele Reese, Denise Sticha

**Guests Present:** Celesta Powell, County Commissioners nominee

**Call to Order:** Carl Inglesby, President, called the meeting to order at 6:39 PM.

**Public Comments and Correspondence:** Board members introduced themselves.

**Consent Agenda:** Taylor made a motion to approve the minutes of May 25, 2023. Seconded by Barnett. Motion carried. Cleeton made a motion to approve the Director's May/June Operations Report. Seconded by Kurtz. Motion carried.

**Finance Report and Investment Summary:** Reese gave an update on the ERTC (Employee Retention Tax) credit. Form 941X was rejected for the 1st quarter of 2020. Will refile the 1st quarter with changes. We have received payment for the 2nd and 4th Quarter of 2020. The amount received for the second quarter was \$20,288.67 which included \$1449.03 interest and \$28725.44 for the fourth quarter. That payment also had interest of \$1717.10. Sticha reported that the investment report would be updated to reflect the name correction of the Wood accounts. Sticha stated that there would be a draw from the Wood account for the next payment on the porch and the blinds that were purchased for the Museum. Sticha reviewed the expenses. Inglesby asked if the Tourism grant had been received. Sticha stated that the funds will be disbursed when the paid invoices are submitted to HVAB. The grant is for the porch project. Inglesby inquired about the Centre Gives amount that was received. Reese stated that \$21,160.40 was received. Sticha reported to the Board that we had received a \$3000 donation from Kish Bank under the Education Improvement Tax Credit (EITC) program. Inglesby stated that his office will consider making a donation to CCLHM through the EITC. Discussion then followed regarding the application and placing a donate page on the website for the EITC.  
**Taylor made a motion to approve the Finance Report and Investment Summary. Seconded by Cleeton Motion carried.**

**New Business:**

**Draft MOU with the Bellefonte Garden Club** - Sticha reviewed the MOU and the original agreement. Discussed the programs that are held in the garden. Sticha stated that she has been working with Ann Sager of the Bellefonte Garden Club on the draft to update it. We are waiting for Penn State Extension Master Gardeners to review the MOU and signoff. Sticha hopes that the MOU will be able to be approved at the September Board meeting. Discussion followed

regarding the liability insurance and length of the agreement. Sticha will send out a corrected and revised draft MOU to the Board so they all have the correct draft.

**Draft MOU with the Partnership for Penns Valley Library Services for the capital campaign -**

Sticha reported that the meeting with the PPVLS to discuss the MOU went well. They would like to make a change regarding the language of the funds if the library decides not to continue with the expansion. The MOU clarifies what happens to the monies that are raised during the capital campaign. Discussion followed regarding the funds and donor restrictions. Taylor asked about the PPVLS group and Sticha explained their name change and relationship with the Centre Hall branch.

**Draft Policy for text messaging** - Program messaging will be starting in the near future and the SMS policy needs to be in place in order to use Constant Contact as our platform. Sticha reviewed the policy needs and the use for mobile messaging. Discussion followed regarding the multiple uses and training for Constant Contact SMS messaging. The policy will be on the agenda in September for approval.

**Old Business:**

**Right to Know policy** - Sticha reported that Schlow had approved the final draft at their July Board meeting and explained the reasons for the updated changes from the 2008 policy. Discussion followed regarding the policy. **Cleeton made a motion to approve the Right to Know policy. Seconded by Gomez. Motion carried.** The policy will be on the agenda of the Centre County Federation of Public Libraries August meeting for approval.

**Animals in the Library** -Sticha explained as to why the policy has been created and the need for it. Barnett contacted Representative Kerry Benninghoff to ask about service animals so we would have some legal clarification. Sticha stated that there has been some staff training on this policy. Discussion followed regarding the policy. **Barnett made a motion to approve the Animals in the Library policy. Seconded by Kurtz. Motion carried.**

**2023 Municipal visits:** Sticha stated that there have not been many municipal visits in the past couple of years. It has been discussed in the past about attending the meetings. Cleeton attends the Bellefonte Borough meetings Barnett attends the Spring Township meetings currently. Sticha stated that she will be sending out municipal solicitation letters in mid-August. She sends out three different types of letters. They are as follows: those who have donated, those who have not donated and those who have donated occasionally. Powell asked if anyone has attended the Gregg Township meetings and Sticha replied that she had not attended any meetings. Sticha will resend a list of meeting schedules and talking points out again to the Board. She encouraged everyone to try and attend a meeting this Fall as Municipalities are starting their budget process. Discussion followed on attending the municipalities meetings and the highlights to mention.

**Bookmobile update** - McCloskey stated that she has a friend that is interested in raising funds to purchase a new bookmobile. McCloskey and Kathy Benedict will attend the ABOS (Association of Bookmobile and Outreach Services) Conference in Hershey, PA in October. There

will be multiple bookmobile vendors at the conference. Sticha reported that Nicholas Struble will be attending the three-day conference and she will be attending on Monday only. Inglesby stated that he was interested in attending as well and will look into registering for that Monday as well. Discussion followed regarding the conference and the type of Bookmobile options to look into.

#### **Committee Reports:**

**Finance:** Sticha shared the draft of the audit and stated that there will be a virtual Audit review Monday, August 14th @ 6:30.

**Personnel:** Sticha informed the Board that Laura Sarge Miller has resigned her position as the Youth Services Coordinator and her last day will be August 4, 2023. Sticha is updating the job description for this position and will post the position the week after she has left.

#### **Property:**

**Museum project-** The porch project has been delayed and will start on Monday, August 7th due to the Bellefonte Arts and Craft Fair the first weekend in August. Inglesby inquired about the room on the second floor. Sticha stated that she had Pat Masullo come in to look at the room and give a quote for painting and refreshing the room. He stated that he was concerned about what was on the wall and how to fix it. Sticha reached out to HARB and they believe that the paper that is on the wall currently is still available to purchase. Sticha informed the Board that Bonnie Goble, Judy Dombrowski and she would be going to the Centre Furnace Mansion and the Clearfield Historical Society to look at window treatments and lighting for the Museum. Inglesby asked about the removal of the bushes out to the front of the Museum. Chip's Tree Removal is to remove the bushes.

**Bookmobile-** Sticha stated that there is a water leak on the Bookmobile at the front on the driver's side. The roof needs to be sealed and Troy Butler will be doing that soon. Inglesby inquired about the batteries that were ordered and if they have all been replaced. Sticha stated that she has not heard if the generator battery has been installed as of yet. Sticha reported that she has three candidates for the Bookmobile position and will be following up with them. She is hoping to have it on the road for the Fall and possibly have it in the Grange Fair parade.

**Centre Hall –** Sticha stated that she has not heard from John Sengle regarding the meeting with Hazel's. A bench was installed and dedicated to prior Friend's member Pat Smith in July. Sticha stated that the next step in the Centre Hall expansion is the building program requirement and the case statement. She stated that she had reached out to Cathi Alloway to see if she would be willing to help with the formatting. The fee for her help would be \$100 per hour. Sticha believes that it would only take Cathi around 5-10 hours and feels that if she has someone to work with on the statement it will help her to stay on task with it. Discussion followed regarding the report and the information needed. **A motion to have Cathi Alloway facilitate the building program requirement to assist Sticha with a cap of \$2000 by Taylor. Second by Barnett. Motion carried.** Inglesby stated that the issue with the heat pump is that it is the only heat source and when the expansion is completed it will be double in size. Inglesby stated that when the addition has been completed an additional heating source will need to be installed.

There is work in progress with resurfacing the parking lot. The school district has it on their radar and was concerned about the timing of resurfacing and the expansion. Sticha stated that it will be at least two years before the expansion starts. The parking lot has had some patching completed and does not seem to be in bad condition.

**Holt** – Windows in the stairwell are leaking. John Sengle has been looking for a contractor to repair the windows and has had a hard time locating one. A quote was received from Eric who owns property on either side of the library for around \$5000. Discussion followed regarding the work that will need to be done to repair the leaks and the windows. Theresa Hutton, branch manager, had asked about resurfacing the parking lot. Discussed reaching out to the Borough to see if they would resurface the lot and they stated it was not their lot. Theresa would like to have a sign to replace the current Library sign on the lower parking lot level. The Borough stated that they do not care what type of sign is purchased to replace it. The Friends said they would pay for the sign. She will discuss this with them in September.

**Bellefonte Branch** - Sticha spoke with Phil Breidenbaug from the neighboring Bed & Breakfast. He has sent designs of the mural for the library wall that faces the B&B. When the trees were removed the wall was exposed and the wall is in rough shape and it faces the B&B. The mural is nature oriented. Inglesby inquired about the electrical issues in the hallway. Sticha stated that Heritage Electric was in and fixed the issue. Sticha reported that there are no security cameras in the Bellefonte branch and it would be a good time to consider them. Discussion was held regarding the need for the cameras and making the Staff and Patrons feel comfortable. This will be looked into next year.

Taylor asked about the graffiti on the wall in the alley. Sticha said that she will follow up with the Police department to see where that stands.

**Planning:** No updates.

**Nomination:** Board vacancies –County board member nominee- Celesta Powell will be filling this position when approved by the Commissioners. Inglesby then discussed the at-large board nominee Mary Prendergast. **A nomination was made by Inglesby to appoint Mary Prendergast for the at-large position. Second by Barnett. Motion carried.** Sticha will follow up with Powell and Prendergast to do on Board orientation with them.

**Comments for the Good of the Order and Adjournment:** Sticha stated that she would like to create a Trustee Emeritus category in our bylaws. A bylaw amendment would need to be made to create the position. She will send the language in the bylaws out to the Board before the September meeting then a Trustee Emeritus position can be created. Once this is done John Sengle can be nominated and voted as trustee. Once this is done the Board can reach out to the Commissioners to have them recognize John Sengle as well.

Sticha informed the board that Theresa Hutton will be with the library for 25 years in September and she would like to recognize her for her service. She will work with the staff and the Friends group to hold an event for her. Discussion was held regarding what to do at the event and time.

A farewell brunch will be held for Laura Sarge on August 3rd at the Children's Garden if weather permits. If the weather does not cooperate then it will be held in the community room at the Bellefonte Library.

McCloskey stated that the Bellefonte Friends will be having a fundraising event on Friday, October 20th at the Library. She will have more details for the September meeting.

**Taylor made a motion to adjourn the meeting at 8:40PM. Seconded by Kurtz. Motion carried.**

Respectfully submitted,  
Michele Reese  
Office Manager