

**Centre County Library & Historical Museum Board of Trustees Meeting**  
**Thursday, September 28, 2023**  
**Holt Library**  
**7:00 pm**

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

**Trustees Excused:**

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

**Guests Present:**

**Call to Order:** Carl Inglesby, President, called the meeting to order at 6:56 PM.

**Public Comments and Correspondence:** Flyer for PPVLS steak dinner in October was shared. Lisa Shaffer had shared a photo of Horatio and a copy of the book in a post on Facebook and Marietta Apollonio the author had seen it and mailed three signed bookplates for the book Jack the Library Cat copies for the branches. Sticha read a Thank You note received from Theresa Hutton regarding her 25th anniversary of employment with CCL&HM.

**Consent Agenda:** Cleeton made a motion to approve the minutes of July 27, 2023 with correction. Seconded by Kurtz. Motion carried. Barnett made a motion to approve the Director's July/August 2023 Operations Report. Seconded by Cleeton . Motion carried.

The minutes of the July 27, 2023 Centre County Library & Historical Museum Board of Trustees Meeting were approved.

The July/August Operations Report was approved.

**Finance Report and Investment Summary:** Reese gave an update on the credit received for the first quarter 2021 which was \$77827.00 and included \$4089.49 interest and \$46106.96 for the third quarter 2020. That payment also had interest of \$2748.13. The \$77827 received for the credit was deposited into the Kish bank. Discussion was held regarding the ERTC funds and if there were any restrictions on how it was to be spent and investing it. Reese stated that there are no restrictions. Sticha reported that a draw in the amount of \$44,500 was done at the end of August from the Wood investment account for the porch and blinds. Additional funds will be withdrawn to cover the remaining balance for the porch work changes and the blinds. Sticha reviewed the August Investment report and explained the funds in the Money Market account. Sticha reviewed the P&L. She stated that she has mailed out the Municipal donation letters and discussed the funds received so far this year. There Taylor made a motion to approve the Finance Report and Investment Summary. Seconded by Prendergast. Motion carried.

## **New Business:**

**Possible bylaw revision to include Trustee Emeritus awards** - Sticha would like to amend the bylaws to add the Trustee Emeritus so in the future John Sengle can be recognized for all of his hard work and dedication with CCL&HM. Discussion was held regarding the Trustee Emeritus.

**Possible Public attendance policy/bylaw** - Sticha stated that Brady Clemens had reported that quite a few library boards are starting to have people attend their meetings and speak during public comment. We have public comment on our agenda, however, currently, we do not have a way to manage the time limit if people would attend the meeting. Discussion was held regarding time limits. Cleeton and Barnett discussed what Bellefonte Borough and Spring Township implement. They will share the policy information that the Borough and Township use with Sticha. Sticha will be drafting a policy for the October meeting to review and then to vote on in December. Taylor asked if the Library is subject to the Right to Know. Sticha explained that we are a 501(c)3 and under that definition we do not need to respond to the Right to Know. Taylor also asked if the meetings were announced publicly and Sticha stated that they are published once a year by the County and the information is on our website along with the Board minutes. Sticha would like to also have the current year budget posted online. She is currently working with Beth Schwartz on the website to add the information. Further discussion was held regarding the Right to Know.

**Review of our State Aid application and standards** - Sticha reviewed the application and explained the reporting requirements for the application. The 2024 application has been submitted and we do not need a waiver.

**Review of our PMRS (Pennsylvania Municipal Retirement System) retirement plan** - Reese reviewed the 2024 MMO and the Plan Status report. Reese stated that there are six prior staff members who are still listed and that their funds are not earning interest. Five of the prior employees have submitted their paperwork to close their accounts and they have been deducted from the administrative fees. Sticha stated that Reese has been reviewing and working on the retirement plan with a PMRS representative. Currently, CCL&HM does not make any contributions to the employees account. Sticha stated that we will be reaching out to PMRS and a few other pension programs to look into opening an additional pension where the employer would contribute to the employees retirement. Once we have reached out to the companies and have dates set for meeting Sticha would like to have members of the Board attend if they are available and present information to the Board possibly at the December meeting. Reese stated that she has created a spreadsheet reflecting a contribution match of 6.5% which would give an overall amount of 10% to the employee participants. Further discussion was held regarding the plans. **Taylor made a motion that the MMO was received and accepted as presented. Seconded by Cleeton. Motion carried.**

**Health Insurance coverage for 2024** - Sticha did a brief review of the current health insurance plan and the small increase for the coming year. She stated that we will not be changing the current plan. Discussion was held regarding the total increase for the year.

**Bellefonte Library Friends update** - McCloskey informed the board that the Friends group will be holding an event at the Bellefonte branch on Friday, October 20, 2023 from 6-8 pm. The event is to make the public aware that the Friends has been started and that for \$10 you can become a member and to make the community aware that the Library needs support. McCloskey stated she will send an email out with all of the details. They are encouraging patrons to attend and become a Friend member. Funds have been received, from the dog group that Cheryl Fugate is a member of, for the event. Sticha thanked McCloskey and Cleeton for stepping in to work with the group. McCloskey stated that several of the Members are really interested in working on getting a new Bookmobile.

#### **Old Business:**

**MOU with the Bellefonte Garden Club** - The MMO has to go to the Penn State contract department once the MMO has been approved. **Cleeton made a motion to approve the Bellefonte Garden Club MOU with a correction. Seconded by Taylor. Motion carried.**

**MOU with the Partnership for Penns Valley Library Services for the capital campaign** - Sticha stated that there are a couple of items that she needs to double check with Russ regarding funds stated in the MMO. Discussion was held regarding funds that were raised, the MMO and with a line addition stating that a reporting schedule will be determined. Taylor stated that he would like to have a dollar amount listed in the schedule. **Kurtz made a motion to approve the PPVLS capital campaign MOU with Taylor's revisions. Seconded by Gomez. Motion carried.**

**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.

**Bookmobile update** - Sticha reported that the Bookmobile has passed inspection. Inglesby asked if there had been any updates on the roof and Sticha stated that she will need to check on it.

#### **Committee Reports:**

**Finance:** A motion is needed to ratify the audit approval. There was not a quorum during the audit presentation, however, there was an email vote done to accept the audit. **Cleeton made a motion to ratify the vote to approve the 2022 audit. Seconded by Kurtz . Vote**

**Personnel:** Staff update- Sticha stated that we are in the process of replacing Laura Sarge the prior Youth Service Coordinator. There are three potential candidates, one of which is an internal candidate Beth Schwartz our Communications Manager. The search committee consists of Sticha, Kathleen Edwards, Nicholas Struble and Brandi Shingledecker. One candidate has withdrawn her name from the position because she took another position. Further discussion

was then held regarding the candidates, education and salary. Sticha reported that Struble will be registering with Pitt to earn his 12 credits for his provisional library certification. Gomez asked if there was a time commitment from personnel that take courses that are paid for by the library. Sticha stated that she does not believe that we do that but Struble does have to maintain a B average. Further discussion was then held regarding the possibility of having a term commitment.

**Property:** No updates

**Museum** - The porch project will be completed this week. There were several setbacks with the columns, banisters and balusters that needed to be replaced due to termite infestation and soft wood. Numerous structural surprises that required larger pieces of wood. Brian Chilton was out to the site to look at the structural issue and stated that he will be sending a letter regarding the second floor level and that it is not up to code as far as the number of people are allowed on the floor safely. Cleeton stated that for Victorian Christmas they are hoping to have someone playing music on the upper level. Sticha stated that she did talk with Phil Breidenbaugh about reading the Proclamation on the front balcony and a band playing on the lower level of the side porch. Sticha stated that she wanted to ask the Board what they would like to do with the space in front of the porch where there is an area of dirt. She asked Troy Butler if he thought grass or bushes would be better. He said grass and then suggested that we sell bricks and brick the area. Sticha stated that she was in favor of this idea but we would not be able to start that project this year. Currently, the area will be seeded for grass for the winter.

**Bookmobile** - Sticha stated that the Bookmobile candidate had taken it for a drive and did well. She also had asked for a copy of the Workers Comp policy and Sticha sent that to her along with the Personnel Policy. Discussed the potential changes for the Bookmobile schedule and exploring new stops. We will no longer be doing the Way Farm stop and anticipating a letter from Schlow asking us to no longer do the stop. Barnett stated that she had approached the Spring Township office about adding a Bookmobile stop there and is waiting for a response. Julie Valora is currently reaching out to the prior stops and checking to make sure the stops are still ok. Nicholas Struble will be attending the Bookmobile conference at Hershey for the three days. Sticha will be attending on the first day only to look at the Bookmobile vendors. Pam McCloskey and Kathy Benedict are going as well on Monday along with Inglesby and Sengle. Prendergast had suggested looking into a possible hybrid vehicle. Sticha stated that she had posted the question electric or hybrid for the bookmobile. She stated that two bookmobile vendors responded and she will be reaching out to them at the conference. Further discussion held regarding electric vs hybrid, the different options and the cost savings. Taylor asked when the budget would be completed and Sticha by December. Taylor wants to make sure that we have budgeted enough for the purchase of a new bookmobile.

**Centre Hall** – No new updates.

**Holt** - Inglesby reviewed the quote received from Reframe LLC for the work that would be done. He stated that the paint on the wall is peeling off, windows are not sealed well and there is some interior damage. John Sengle has been working with Eric and has asked him to really take a thorough look at the work that needs to be done. Eric has looked at the work needed and

has sent an updated quote in the amount of \$7575. Discussion followed regarding the cost and getting the work done. **Barnett made a motion to accept the \$7575 for the repairs to Holt. Second by Cleeton. Motion carried.** Sticha stated that Theresa Hutton is currently in the process of applying for a Centre Foundation Field of Interest grant. She would like to have the electrical outlets upgraded in the kitchen area so a new stove can be purchased for them to use for the Kids in the Kitchen program. She has scheduled an electrician to come in tomorrow to take a look at the outlets. Sticha stated that it would not be a budget issue for CCL&HM if the grant is approved. If the grant is not approved there is a chance that the Holt Friends will take care of it.

***Bellefonte branch*** - Sticha that the American Legion discovered some water leakage on the roof between the Legion and the Library. Sticha stated that the Legion wanted permission to go up on the library roof to look at the issue on their side.

**Planning:** No updates.

**Nomination:**

Board vacancies –County board member nominee- Celesta Powell is still interested in this position but has not submitted her paperwork as of yet. Sticha stated that she will send a list out of the Members who will need to be reappointed and if anyone would be cycling off. Discussion was held regarding terms.

***Comments for the Good of the Order and Adjournment:*** Sticha will be presented with the Pennsylvania Library Association Distinguished Service Award for 2023. It will be officially presented at a virtual meeting on October 10, 2023.

**Kurtz made a motion to adjourn the meeting at 8:29PM Seconded by Taylor. Motion carried.**

Respectfully submitted,  
Michele Reese  
Office Manager