

Centre County Library & Historical Museum Board of Trustees Meeting
Thursday, December 8, 2022
Zoom Virtual Meeting
6:30 pm

Trustees Present: Deborah Cleeton, Helen DeFilippis, Margaret Gray, Carl Inglesby, Lindsey Kurtz, Pamela McCloskey, Justin Miller

Trustees Excused: Kathleen Gomez

Staff Present: Denise Sticha, Michele Reese

Guests Present: Grace Filohoski

Public Comments and Correspondence: Sticha gave the following highlights. Bellefonte and Historical Museum are preparing for Victorian Christmas. Continuing to deal with staff shortages. Annual Appeal has gone out. Beth Schwartz has been hired as the Communications Manager. She has jumped right in to developing the Annual Appeal letter, meeting with staff from other branches and working on updating the brochure and bookmark. Inglesby asked if it is possible to notate in the letter the amount that the donor gave the prior year. Discussion was held regarding the letter and looking in Little Green Light to see if that will be possible.

Consent Agenda: DeFilippis made a motion to approve the minutes of October 27, 2022, the October 2022 and the November 2022 Operations Report. Inglesby seconded. Motion carried.

The minutes of the October 27, 2022 Centre County Library & Historical Museum Board of Trustees Meeting were approved.

The October and November 2022 Operations Report were approved.

Finance Report and Investment Summary: Sticha stated that we still have not received the Flegal donation and several Township donations. These funds will be included in the carryover for next year. Investment transfer of funds was made into the Operating account in November due to the uncertainty of when the County funds would be received and the expense for the bookmobile repairs. Sticha stated that the Library will end on a strong note. Kristin Coombs recommended keeping a reserve amount of cash, enough to cover two payrolls and to have cash on hand if it would be needed. This reserve will be kept in the Kish bank account. Sticha stated that the market is in a slow rebound and investments are growing. DeFilippis asked about the financial stability of the bookmobile. Discussion held regarding the future use, possible schedule changes and bookmobile driver positions. DeFilippis encouraged setting a breaking point for the bookmobile repairs. Gray asked if other libraries offered a bookmobile service. Discussion held regarding other libraries, gathering information regarding costs, starting an ad hoc committee so everything does not fall onto Denise and county funds. Gray stated that

the Board should ask the County for increased funding and stated that they need to do so late summer early fall.

Cleeton made a motion to approve the Finance Report and Investment Summary. Inglesby seconded. Motion carried.

New Business:

2023 Holiday schedule and closings with addition of Staff development on February 20, 2023. Discussion held regarding the staff development and what will be done.

2023 Board meeting schedule- Cleeton suggested that a meeting be held between September and December. Discussion held and it was agreed that a meeting will be added the fourth Thursday of October. It will be a virtual meeting.

Cleeton made a motion to accept the 2023 Holiday schedule and the 2023 Board meeting schedule with the revisions that were discussed. Inglesby seconded. Motion carried.

Old Business:

Friends of the Holt Memorial Library MOA for 2023- Holt Friends would like to have the MOA run from January through December. Discussion held regarding MOA. Inglesby made a motion to accept the MOA for 2023.Gray seconded. Motion carried.

2023 Budget projections- Salaries will be discussed during the executive session. Sticha stated that there is a small shortfall in the proposed 2023 budget. She stated that she overestimates the expenses and under estimates revenue. Investment income may be higher as well in 2023. Sticha stated that she is comfortable with passing the budget with the small shortfall. Discussed income lines and the budget. Deferred approval until after the executive session.

During the executive session Cleeton made a motion to accept the budget as presented. DeFilippis seconded. Motion carried.

Bookmobile update- No further updates to what was previously discussed.

Bellefonte Library Friends update- Friends group is moving forward. Their next step is to open a checking account file with the Organization of Friends. Cleeton stated that she was impressed by the enthusiasm of the group. Cleeton stated that they currently have two logo designs but have discussed holding a contest to allow patrons design a logo. Discussion followed.

Committee Reports:

Finance: Inglesby stated that the committee met with FNB November 16th and Kristin Coombs on December 1st. Inglesby stated that they reassured us that our investments may be down slightly but say they are confident they will be up in 2023. Discussion held regarding the types of investment currently with Coombs and possibly creating an account for funds to earn a higher return. Gray commented that she is impressed with how both investment companies have

invested in our funds. Discussion held regarding funds transfer, response turnaround and recommendations of funds set aside. Sticha stated that a meeting should be held mid-January early February to discuss the porch estimates and how much money to place in a high yield account.

Personnel: Deferred to executive session

Property: Inglesby updated the board on the following:

Museum project- RFP's have been sent out for the porch project. Property committee meeting will be held on December 20th to review the bids received. Brian Chilton will be present at the meeting as well. Sticha stated that she will develop a grid to make sure the bids meet the criteria. Sticha stated that her office will be under construction starting December 15th. Walls will be repaired and painted.

Bellefonte branch -Tree removal was completed December 8. There are still a couple of trees to be trimmed in the front of the Library.

Bookmobile- Bookmobile is back and currently at the County transportation lot. Inglesby stated that a location needs to be found to store the Bookmobile during the winter months. Inglesby is going to reach out to a friend regarding a possible storage location.

Holt - Handicapped door installation- Still waiting for the installation to be completed.

Centre Hall - Front door was blown open and destroyed the door mechanism. The incident has been turned into the insurance company for the damage. The approximate cost of the repair will be \$4300. Discussed doorway and possible changes to the outside by adding bushes or possibly the entryway to the side of the building when the expansion is completed. Sticha that the roof will need to be repaired because the screws have worked out of the metal roofing. The work is scheduled to be completed later this month. No updates on the expansion.

Planning: No updates.

Nomination: DeFilippis informed the Board that she is stepping down from her position at the end of December due to family health issues. She has given a referral for her replacement to Kurtz. Inglesby stated that he has requested to be placed back on the board with the County. Miller and Gray will cycle off at the end of the year. Cleeton stated that she has informed the Bellefonte Borough they will need to find a replacement for the Board. Officers for 2023- Inglesby stated the board should hold off on the vote until January because there are several vacancies. Miller stated that he has enjoyed his time on the board and he would like to stay involved with the property committee and Friends group. He, also, stated that he would like to come back on the Board again in a few years. Sticha presented the Board with books that were purchased in honor of the service from Miller and DeFilippis. The books will be at the Bellefonte library and available for patrons to check out. Sticha then thanked the board members for their service on the board. McCloskey stated that she is willing to stay as the Vice President of the

Board, on the Personnel committee and involved with the Bellefonte Friends group. DeFilippis stated that she will see what committees she may be able to stay involved with and let the Board know.

Fundraising: 2023 Annual Appeal was mailed out on November 29th. To date approximately \$11,000 has been received. Beth Schwartz, Communications Manager, has helped to get the Annual Appeal moving and is currently working on updating the brochure. Schwartz has updated the bookmark that was created as well. Reese stated that Schwartz has done a great job stepping up to get the appeal letter completed and updating the brochure and bookmark. The brochure and bookmark will be mailed along with the Thank you letters to those who have made a donation. Inglesby asked if there was a way to list on the appeal letter the amount of the donation a donor made the prior year. Discussion held regarding Little Green Light and the possibility of doing so. McCloskey had asked if a letter regarding the Bellefonte Friends could be mailed along with the Thank you letters as well. Sticha stated that it would not be possible to do so because the thank you's go to folks who are in multiple locations. Discussion held regarding various ways to reach out to the donors regarding specific programs and buildings. Kurtz discussed setting up tasks for committees during the reorganizational meeting regarding the tasks discussed.

Giving Tuesday - Reese reported that a total of \$1905 was received for Giving Tuesday. McCloskey stated that she did not receive any emails or information regarding Giving Tuesday. Sticha stated that no emails for letters were sent out. Information was posted on media outlets. Gray discussed the Historical Museum and defining it with the Centre Region because many folks confuse it with the Bellefonte Museum. Discussed the Halfmoon Township increase they have budgeted for the historical museum/bookmobile.

Inglesby motioned to go into executive session at 7:49 pm. DeFilippis seconded. Motion carried. Left executive session at 8:57 pm. Cleeton made a motion to close the executive session at 8:57 pm. Inglesby seconded. Motion carried.

Comments for the Good of the Order and Adjournment: Inglesby made a motion to adjourn. Gray seconded. Motion carried. The meeting adjourned at 8:58 pm.

Respectfully submitted,
Michele Reese
Office Manager