

Centre County Library & Historical Museum Board of Trustees Meeting
Thursday, March 23, 2023
Zoom Virtual Meeting
6:30 pm

Trustees Present: Deborah Cleeton, Carl Inglesby, Kathleen Gomez, Vickie Barnett

Trustees Excused: Lindsey Kurtz, Pamela McCloskey

Staff Present: Denise Sticha, Michele Reese

Guests Present: Celesta Powell, Mary Prendergast, Deb Tate - candidates for the open Board positions.

Public Comments and Correspondence: Brief introductions were given of those attending the meeting.

Consent Agenda: Cleeton made a motion to approve the minutes of January 26, 2023 with changes. Seconded by Barnett. Motion carried. Barnett made a motion to approve the Director's January/February Operations Report. Seconded by Gomez. Motion carried.

The minutes of the January 26, 2023 Centre County Library & Historical Museum Board of Trustees Meeting were approved with corrections.

The January/February Operations Report was approved.

Finance Report and Investment Summary: Sticha stated that all of the State funds were received and the donation from Rush Township was for their 2022 donation. Stated that we are on track with our expenses and investments. Reviewed the Investment report and stated that funds were deposited into the Kish bank account to have cash funds available. The Janet Woods money market is down to \$41.83. The funds from the Woods account were used to pay the Chilton Design invoice. Sticha stated that we will need to work with Kristin Coombs in transferring funds from the Janet Woods account when the porch project begins. Inglesby asked if all Brian Chilton had submitted invoices for his time and Sticha stated that he has submitted invoices and all have been paid. Inglesby asked about the Township and Borough donations made by Rush and Centre Hall. Sticha stated that they were late in sending the checks out and that is why they were deposited in January. Sticha gave a brief overview on the P&L. Barnett made a motion to approve the Finance Report and Investment Summary. Seconded by Cleeton Motion carried.

New Business:

2023 United Way application -The United Way application has been completed and was submitted at the end of February. Sticha stated that the site visit is scheduled for Monday, April 24, 2023 at the Bellefonte Library. Board members are encouraged to attend. Discussion was held regarding the information that will be discussed and reviewed during the site visit. Cleeton made a motion to submit the United Way application Seconded by Gomez. Motion carried.

2023 Annual report - Sticha gave a brief update regarding the Annual report. **Cleeton made a motion to accept the 2023 Annual Report . Seconded by Gomez. Motion carried.**

National Library Week - A Proclamation will be done by the Bellefonte Borough during their meeting on Monday, April 17, 2023. Centre Hall Boroughs has not confirmed, as of yet, that they are willing to do a proclamation. Their meeting is Thursday, April 13, 2023. Sticha stated that she has reached out to Rush Township to see if they would be interested in doing a proclamation for the National Friends of Libraries week and she is still waiting on their reply.

Open Records – Right-to-Know policy draft- Sticha stated that CCL&HM does not currently have an Open Records policy and stated that it is important to have the policy. Sticha stated that Schlow has received several Right to Know requests regarding the types of collections and patron usage. Sticha and Lisa Collins have discussed the creation of the policy for the Federation since it is the organization that funds both Schlow and Centre County Library patron registration and bibliographic files. . A draft has been created for the Federation and Collins will be sharing it with the Centre Region legal department. Sticha stated that we should wait until the legal review has been completed before approving the policy for CCL&HM. Inglesby stated that everything looks to be in order. Discussion followed regarding the Right-to-Know policy. The Federation Board meeting is May 11, 2023 then CCL&HM should be able to move forward with approving the policy at the May Board meeting.

Old Business:

2023 Municipal visits: Inglesby stated that there has not really been anything done with the municipal visits to make a plea for donations. He stated that previously there had been a discussion on creating some type of dialogue or talking points for going to various meetings to show how important it is to keep Centre County Library running. Inglesby asked Sticha if she would like someone to put some information together for this or if she had any suggestions. Sticha replied that we need to decide where we need to go. There are 29 municipalities and we need to decide on who we approach. Do we want to approach the municipalities who currently give funding as a follow up or do we approach the ones who do not give funding and start from scratch. Sticha stated that in talking with staff that an important piece of information would be to discuss the extensive collection in the Pennsylvania room at the Museum. Many Supervisors are unaware of the collections there. Further discussion was held regarding the visits. Sticha asked the Board if they would like her to follow up with Spring Township to see if she could get on their calendar sometime this spring. Barnett stated that it was fine with her and she will work with Sticha on getting on the schedule with Spring. Sticha stated that she will pull together information for the Bellefonte borough meeting for when her and Cleeton attend.

Committee Reports:

Finance: The finance committee will be meeting with Kristin Coombs and her Staff on April 5, 2023. They will be getting an update on the current accounts and discussing the funding for the porch project and what cash will be available to complete it. Sticha stated that the audit has been set for May 4, 2023 with Paul Link the new auditor.

Personnel: Deferred to executive session.

Property:

Museum project- Inglesby stated that they will be meeting with State College Design and Construction to take a look at the project and they will be testing some of the porch floor boards. A decision was made to replace the entire second floor since the project is being funded by the Janet Woods account. Sticha reported that she was finishing up the Happy Valley Adventure Bureau tourism grant . A \$10,000 grant was awarded for the projects related to the Museum. Sticha stated that she also completed a DECD grant which Commissioner Higgins had referred to us. This grant is special ARPA funds that were designated towards museums and cultural organizations to try and recover Covid expenses. The museum did not really have any lost revenue so Sticha wrote the application for a deep clean of the building and carpet replacement. The minimum award for the grant is \$25,000. Sticha stated that there were quotes received for window blinds in the Museum. A bid from Friends Blinds and Design in the amount of \$5649.00 was presented to the property committee for them to review and Sticha asked the Board to approve the purchase of the blinds. Inglesby stated that the funds would come from the Janet Woods funds. The bid includes 15 rooms at this point in time. **Cleeton made a motion to accept the bid from Friends Blinds and Design. Seconded by Barnett.**
Motion carried.

Bellefonte branch - Nothing to report.

Bookmobile- The batteries are dead. Troy Butler stated that he did not want to charge them until a driver has been hired and it is ready to go on the road. Sticha has not placed the job posting as of yet.

Holt - Reese reported that the water bill was three times the normal billed amount. Troy Butler went to the branch to look for leaks, checked the bathrooms and shut off the valve for the outside hose spigot from inside. Barnett suggested that the water company be contacted to let them know the concern of the higher usage and to ask them to check for a leak outside.

Centre Hall – Inglesby stated that there are still issues with the entry door at the library. The door company installed a door stop but it is a door hazard. John Sengle and Troy Butler created a bracket that will be attached to the brick wall approximately seven feet up and go across from the door to stop it from hitting the wall. This bar will be placed above the bookdrop. Sticha stated that a music garden will be installed with funds from a Centre Foundation Field of Interest grant. Three instruments will be installed. The Penns Valley School District approved the installation. Edwards is working with the Centre Hall borough public works department to see if they would dig the holes for the instruments. A memory bench will also be installed by the Partnership for Penns Valley Library Services in memory of Pat Smith. Sticha reported that she, Edwards and Zanzalari met with Jay Malese of JPJAY Associates, a library shelving and furniture company. . The representative is going to research how much shelving space is going to be needed for the current collection size and how much square footage will be needed with the expansion. There is no fee for the research.

Planning: No updates.

Nomination:

Board vacancies – County Commissioners and Board at large - there are three candidates for the two open positions. Sticha stated that all three names could be submitted to the Commissioners for them to select a candidate next month. After the candidate has been chosen by the Commissioners then a board vote would be taken at the May meeting to approve the candidate for the open at large vacancy. Inglesby will check with Kurtz regarding the Commissioners approval.

Comments for the Good of the Order and Adjournment: Sticha stated that the first Direct District Advisory Council meeting was held on Wednesday, March 22, 2023. Gomez was there to represent CCL&HM. Brady Clemens presented the district agreement during the meeting. Sticha stated that there was a bump in the funding, however, the contract with UPS was not renewed on the State level. The cost for shipping will increase by \$11,000 for the year 2024. Discussion was held regarding the steps being reviewed to reduce the shipping costs. Bellefonte Library Friends update was given by Cleeton. She stated that the Friends group has launched and they will be participating with the Bellefonte Easter egg hunt next month. Inglesby asked if they would be participating with NOVELCon. Cleeton stated that they would not. Reese stated that they are looking for volunteers to help with games in the Children's garden during NOVELCon. Reese reported that a total of \$29384.14 was collected for the Annual Appeal. Reese informed the Board that she had worked with FNP to apply for the Employee Retention Tax Credit. CCL does qualify for the ERTC and we should hear from them within the next couple of weeks to see what amount we will receive.

Executive Session:

Barnett made a motion to go into Executive session at 7:50 p.m. Seconded by Cleeton. Motion carried.

The Board met in Executive session to discuss a personnel issue.

Cleeton made a motion to exit Executive session at 8:05 p.m. Seconded by Gomez. Motion carried.

Cleeton made a motion to adjourn the meeting at 8:09 P.M. Seconded by Gomez. Motion carried.

Respectfully submitted,
Michele Reese
Office Manager