

**Centre County Library and Historical Museum Board of Trustees**

**Thursday, December 19, 2019**

**6:30 pm**

**Centre County Library, Bellefonte, PA**

**Trustees Present:** Helen DeFilippis, Karen Drosnes, Lindsey Kurtz, Janet Santostefano, John Sengle, Richard Thompson

**Guests Present:** Carl Inglesby, C. Ashear Barr

**Staff Present:** Denise Sticha, Robbin Degeratu

**Call to Order:** John Sengle, President, called the meeting to order at 6:28 pm.

**Review and Approval of Minutes:** Drosnes made a motion to approve the minutes of the November 21, 2019 Board of Trustees meeting. Kurtz seconded. Motion carried.

**Approval/Amendment of the Agenda:** DeFilippis made a motion to approve the agenda as submitted. Drosnes seconded. Motion carried.

**Approval of Reports:**

*Finance Report:* Despite three pay periods in November and a number of facilities expenses, expenditures and income are on track for the year, and CCL&HM will likely end the year slightly in the black. Sticha plans to complete a large book order before the end of 2019, and responses to the annual appeal are coming in ahead of where they were in 2018. Santostefano made a motion to approve the Finance Report. Thompson seconded. Motion carried.

*Director's Report:* Sticha added to the Operations Report that her focus throughout the last month has been addressing facilities projects and working on reviewing applications to the Centre Hall Branch Manager position. Degeratu provided a brief overview of proposed changes to Pennsylvania Room research fees as outlined in a memo submitted with the packet.

**Committee Reports:**

*Finance Committee:* Sengle reported on a meeting with solicitor Tracey Benson to review the proposed contract with Centre Foundation for investments. Benson encouraged CCLHM's Board to consider questions regarding Centre Foundation terms and conditions, as well as the intention of bequest gifts, and suggested meeting with a private financial advisor. Sengle noted that the Finance Committee recommends delaying moving investments to Centre Foundation until after the meeting with a financial advisor in the new year.

*Personnel:* Roughly a dozen applications were received for the Centre Hall Branch Manager position, and the review and interview process is ongoing. Sticha hopes to have this position filled by the end of January.

*Property:* Funds for the Holt HVAC project were received from the Friends of Holt Memorial Library, Philipsburg Borough Council, and the Centre County Commissioners; these funds will be used to pay invoices to Hazel. Museum exterior front staircase and vestibule projects are complete, and the side door project will be completed in the new year. Centre Hall lights are scheduled to be replaced on 12/23/2019. Second walkthrough was completed with Vigilante Security for Holt Memorial Library, contracts have been signed, and CCLHM received a grant from Centre Foundation to assist with

expense. Sengle is researching pothole repair for Centre Hall parking lot. Expansion project for Centre Hall continues to move along, Sticha and DeFilippis are attending meetings with Friends Association to provide assistance and support for the project.

*Nomination:* Letter to Centre County Commissioners nominating Carl Inglesby and Andrew Naugle was submitted on November 25, 2019. Working to fill Spring Township seat.

*Fundraising:* Next big project for fundraising is the 80<sup>th</sup> Anniversary Capital Campaign. Sticha and DeFilippis are working to develop a strategy for the campaign and working with the friends groups following a meeting with a development officer from Mount Nittany Health.

### **Old Business:**

*2020 Budget:* Sticha reviewed the draft budget, which was revised following the November Board of Trustees meeting. Citing an anticipated end-of-year surplus, Santostefano suggested that those funds be directed toward collection development to ensure that CCLHM meets the state-mandated collection expenditure amount of 12% of annual budget. Drosnes made a motion to approve the 2020 proposed budget with revisions for expenditures of collection development. Santostefano seconded. Motion carried.

### **New Business:**

*Revised Federation Distribution Formula:* Sticha presented a proposed revision to the distribution formula used to divide state aid among libraries within the federation, including method for dividing. Following CCLHM Board approval, the formula will be considered by the Federation Board. DeFilippis made a motion to accept the revised Federation Distribution Formula. Drosnes seconded. Motion carried.

### **Executive Session:**

Drosnes made a motion to adjourn the meeting to enter executive session. DeFilippis seconded. Motion carried. Meeting adjourned to enter executive session at 8:00 pm.

Kurtz made a motion to end the executive session and return to the regular meeting. Thompson seconded. Motion carried. Executive session ended at 8:40 pm.

### **Comments for the Good of the Order and Adjournment:**

Kurtz made a motion to adjourn. Thompson seconded. Motion carried. Meeting adjourned at 8:40 pm.

Respectfully submitted,  
Robbin Degeratu  
Administrative Director