

Centre County Library and Historical Museum Board of Trustees
Thursday, February 27, 2020
Centre County Library, Bellefonte
6:30 pm

Trustees Present: Matthew Bonchack, Melissa Hombosky, Carl Inglesby, Lindsey Kurtz, Justin Miller, Kate Pasch, Richard Thompson

Staff Present: Denise Sticha, Robbin Degeratu, Michele Reese

Guests Present: John Sengle

Call to Order: Matthew Bonchack, President, called the meeting to order at 6:49 pm.

Review and Approval of the Minutes: Pasch made a motion to approve the minutes. Inglesby seconded. Motion carried.

Approval/Amendment of the Agenda: Bonchack noted that the vote on the PMRS resolution would be delayed; Inglesby added discussion of the composition of the Finance Committee. Hombosky made a motion to approve the agenda as amended. Thompson seconded. Motion carried.

Approval of Reports:

Finance Report: Sticha noted that reimbursement was received for the Keystone Grant project at Holt, which CCLHM paid for in FY 2019, and added that other capital improvements were being completed in 2020, but were funded in 2019. Miller made a motion to approve the financial report. Kurtz seconded. Motion carried.

Director's Report: Sticha added to her written report, noting that major projects including the Keystone Grant wrap-up report and the annual report to Office of Commonwealth Libraries are complete and submitted, and that the 2020 United Way Funding Application would be submitted on Friday, February 28, 2020.

Federation Report: At February's Federation meeting, Bonchack was elected President and Inglesby was elected Secretary. Schlowsky Trustees Lewis Steinberg and Kimberly Fragola were elected Vice President and Treasurer respectively.

New Business:

Ad Hoc Bylaws Revision Committee: Bonchack indicated that in light of a review of notes from Sticha about the CCL&HM bylaws, formation of an ad hoc committee to review and propose revisions to the bylaws is necessary. Miller, Kurtz, and Pasch volunteered to serve on the ad hoc Bylaws Revision Committee.

Old Business:

PMRS Resolution: No action at this time following a presentation by Stephen Vaughn of PMRS prior to the meeting. Sticha and Reese to work with PMRS to get additional information for the Board to make a decision about retirement plans in advance of the March Board of Trustees meeting.

Centre Hall Expansion: Sengle provided an update about a meeting with members of the Centre Hall Library Association and a structural engineer and plumbing/HVAC engineer about this project. Goal is to have plans ready for code review by the end of 2020.

Committee Reports:

Finance: Following a meeting with a private wealth manager, the Finance Committee recommends hiring Kristin Coombs to invest some monies from the Potter fund and the entirety of the Janet Woods estate with Coombs. Inglesby made a motion to invest Potter and Janet Woods funds with wealth manager Kristin Coombs. Kurtz seconded. Motion carried. Inglesby added that another trustee is needed to join the Finance Committee and will reach out to Trustee Margaret Gray to determine whether she is interested in joining.

Personnel: Sticha noted that new Centre Hall Branch Manager Zoe Lopez started on Monday, February 24, 2020. A community event is planned to welcome her to the branch. Sticha provided an update on staff performance and job description reviews, noting that many job descriptions will require revision, but her goal is to complete this process by the end of 2020.

Property: Sticha provided an overview of issues with sewer lines at Holt and plans to mitigate issues. Degeratu noted that estimates are being finalized for carpet in the Museum, and that RFPs are forthcoming for work on chimneys and exterior painting.

Planning: Sticha recapped the January 20, 2020 staff training day, which included beginning work on reimagining core values. Outcomes of this exercise will be shared at a future Board meeting.

Nomination: Sticha plans to work with Trustees to schedule an orientation session.

Fundraising: CCL&HM is registered for Centre Gives, as are the Centre Hall Library Association and the Friends of the Holt Memorial Library. The next 80th Anniversary Open House will be at Holt on April 23, 2020. Plans for the rest of the year include gathering estimates of cost for a fundraising consultant to assist in developing a fundraising plan.

Comments for the Good of the Order and Adjournment: Hombosky made a motion to adjourn the meeting. Kurtz seconded. Motion carried. Meeting adjourned at 7:56 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director