

Centre County Library and Historical Museum Board of Trustees
Thursday, February 28, 2019
Centre County Library, Bellefonte
6:30 pm

Board Members Present: Matthew Bonchack, Karen Drosnes, Melissa Hombosky, Justin Miller, Janet Santostefano, John Sengle, Richard Thompson

Staff Members Present: Denise Sticha, Robbin Degeratu

Call to Order: John Sengle, President, called the meeting to order at 6:32 pm.

Minutes of January 24, 2019: Mr. Thompson made a motion to approve the minutes as submitted. Mr. Bonchack seconded. Motion carried.

Public Comments: None.

Approval/Amendment of the Agenda: Mr. Bonchack made a motion to approve the agenda as submitted. Mr. Thompson seconded. Motion carried.

Approval of Reports:

Finance Report: Ms. Sticha presented the financial report, comprised of a Profit and Loss, Trial Balance, and Budget that were pulled from QuickBooks. The Board requested additional information about proportion of budgeted year-to-date spending in future financial reports. Mr. Bonchack made a motion to approve the financial report. Ms. Drosnes seconded. Motion carried.

Director's Report: Ms. Sticha highlighted a number of items in the Operations Report. There is a possibility that the garage where the Bookmobile is parked, Confer Transportation, might be purchased by another entity in coming months, and that a new parking arrangement might be needed. Ms. Sticha also noted that WiFi usage at Centre Hall is down and that technology staff across the Federation are working on determining why. Usage statistics were reviewed, highlighting increased granularity in program tracking and the addition of website statistics.

Federation Report: Mr. Sengle provided a brief overview of the Federation meeting held on February 26, 2019, and noted that a review of the funding formula for state aid is still needed.

New Business:

2018 Annual Report: Ms. Sticha notified the Board that the Annual Report is finished, signed, and submitted, and provided an overview of the objectives of the state report. She noted that the report shows a negative starting balance for our libraries, and that she, District Consultant Brady Clemens, and Office of Commonwealth Libraries staff are working together to correct the error. Finally, she noted that CCL&HM did not meet its spending requirement of 12% on collection development due to staffing and capital

expenses, and it did not meeting its continuing education requirement. Ms. Sticha outlined the plan to avoid these issues in 2019.

2019 United Way Application: An overview of the 2019 application was given, which targets two projects: Community access to technology and literacy, and youth support for basic literacy and school readiness. The total request was for \$30,000, split evenly between each project; last year, CCL&HM was awarded \$29,500 by the United Way. A cover letter was included in the application to explain changes in financial documentation because of changes to the code of accounts. The site visit for the United Way application is scheduled for Monday, April 15, 2019 at 10:30 am in the Community Room at Centre County Library.

Old Business:

Keystone Grant Update: The Office of Commonwealth Libraries signed the contracts for the project. CCL&HM is now waiting to hear from the Centre County Planning Office regarding a review of the RFP that the office will outline.

Centre Hall Expansion: The Centre Hall Library Association met with the Penns Valley School District's Property Committee regarding the expansion. The response was almost entirely positive, but concerns regarding the aesthetics of the roof and drainage were raised. The Association will consult a civil engineer to address the drainage issues. Mr. Sengle noted that he and Ms. Sticha met with the Association and were approached about possibly entering into a mortgage agreement for the renovation with the understanding that the Association would enter an agreement to make the mortgage payments. Mr. Sengle informed the Association that the Board would be willing to consider at a formal mortgage proposal. Ms. Drosnes noted other entities that might be willing to help fund a fully planned project.

Committee Reports:

Finance: The Finance Committee wrote a draft Investment Policy to formally manage operating, investment, and endowment funds, and to outline the procedures, practices, and authorizations for the disbursement of these monies. Mr. Sengle noted that a more final draft would be submitted to the Board for consideration in advance of the March Board of Trustees meeting. Ms. Sticha also presented a draft Gift Acceptance Policy for a preliminary review, and indicated that she would ask solicitor Tracey Benson to review it as well. The Board asked for clarification as to whether the "principle in perpetuity" language is addressed in CCL&HM's bylaws, and for clarification of what "Partnerships, LLC, Corporate Interests" includes in regard to character of gifts.

Personnel: Ms. Sticha noted that Carol Foster was hired to work as a part-time library assistant at Holt in February, and that Diana Dombrowski was hired to work as a part-time library assistant in the Pennsylvania Room beginning on March 4, 2019. She outlined progress in staff probationary reviews and goal-setting. Ms. Hombosky noted plans to set up a meeting with Ms. Sticha in the coming weeks.

Property: The roof is leaking at Holt again, and Facilities Manager Troy Butler is working to

identify the cause. A property meeting is scheduled for March 5, 2019 to review property needs. Mr. Sengle noted that the RFP for proposals for replacement of the roof of the Museum building is nearly complete. The Tourism Grant may be considered as a funding source.

Planning: None.

Nominations: The Centre Hall seat has still not been filled. Mr. Sengle noted that this person does not have to live in Centre Hall, but does have to be approved by Centre Hall Borough Council. Mr. Bonchack indicated that he has a new contact for the seat and will share it with Mr. Sengle and Ms. Shapira.

Fundraising: The Fundraising Committee met in February, focusing on CCL&HM's 80th anniversary. Event plans include smaller events at each location to promote the organization as a whole, and would involve inviting elected and municipal officials to those locations. Ms. Sticha added that one of her next projects is to solicit the municipalities which do not currently donate to CCL&HM for a donation for the organization's 80th anniversary. The target of this fundraising will be for technology, with a goal amount still being finalized.

Strategic Planning: None.

Executive Session: None.

Comments for the Good of the Order and Adjournment: Mr. Sengle noted that he is working on a new Board Member handbook or resource guide. Ms. Sengle outlined proposed revisions to the library's Mandated Reporter Policy, which updates the number of years from three to five in conjunction with state law, and clarifies reimbursement for volunteers who typically do not have to pay for background checks and clearances. Ms. Drosnes made a motion to approve the changes to the Mandated Reporter Policy. Mr. Bonchack seconded. Motion carried. Ms. Sticha also highlighted Ms. Degeratu's summary report of her attendance at the American Library Association Midwinter Meeting in Seattle, Washington from January 24-28, 2019. Ms. Degeratu briefly summarized her experience and outlined plans for ALA's Annual Conference in Washington, DC. Ms. Drosnes made a motion to adjourn. Mr. Bonchack seconded. Motion carried. Meeting adjourned at 8:05 pm.

Respectfully submitted,

Robbin Degeratu
Administrative Director