

Centre County Library and Historical Museum Board of Trustees
Thursday, January 23, 2020
6:30 pm
Centre County Library, Bellefonte

Trustees Present: Matthew Bonchack, Helen DeFilippis, Margaret Gray, Melissa Hombosky, Carl Inglesby, Lindsey Kurtz, Kate Pasch, Richard Thompson

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: Matthew Bonchack, Vice President, called the meeting to order at 6:42 pm.

Review and Approve of the Minutes: Thompson made a motion to approve the minutes of the December 19, 2019 Board of Trustees meeting as corrected. DeFilippis seconded. Motion carried.

Approval/Amendment of the Agenda: DeFilippis made a motion to approve the agenda with the addition of discussion of the PMRS resolution. Pasch seconded. Motion carried.

Approval of Reports:

Finance Report: Sticha shared a letter dated January 10, 2020 that confirms the Fleagle Foundation's distribution for 2020, and requesting confirmation of usage of funds. Sticha also shared that two grants were received from Centre Foundation for improvements to security systems at Holt Memorial Library and for the purchase of materials at Centre County Library. Sticha also recapped 2019 finances, including an overview of investment accounts and the profit and loss. Kurtz made a motion to approve the Finance Report. DeFilippis seconded. Motion carried.

Director's Report: Sticha added to the submitted Operations Report that an all-staff training day was conducted on January 20, 2020 focusing on core values and customer service, and introduced two new services forthcoming to patrons: RB Digital and Playaways. Sticha also noted that Holt Memorial Library was officially accepted into the Family Place program.

New Business:

Election of Officers: President: DeFilippis made a motion to elect Bonchack President. Pasch seconded. Motion carried. Vice President: Thompson made a motion to elect DeFilippis Vice President. Hombosky seconded. Motion carried. Secretary-Treasurer: Kurtz made a motion to elect Inglesby Secretary-Treasurer. Pasch seconded. Motion carried.

Election of Representatives to the Federation: Hombosky made a motion to appoint Bonchack, Gray, and Inglesby as Representatives of the Federation. Thompson seconded. Motion carried.

Election of Representative to the District Advisory Council: DeFilippis made a motion to appoint Thompson as Representative to the District Advisory Council. Bonchack seconded. Motion carried.

Committee Assignments: 2020 committee assignments are as follows, with additions to come following review of committee roles by new Trustees:

Finance and Audit: Carl Inglesby, Janet Santostefano, John Sengle

Administration and Human Resources (Personnel): Helen DeFilippis, Melissa Hombosky

Governance (Nominating): Helen DeFilippis

Property: Matt Bonchack, Carl Inglesby, Justin Miller, John Sengle

Planning: Kate Pasch

Fundraising: Helen DeFilippis, Melissa Hombosky

Conflict of Interest Policy and Disclosure statement: Trustees completed or reviewed their Conflict of Interest Policy and Disclosure Statements and Board Member Agreements.

PMRS Resolution: Sticha notified the Board that CCL&HM received notification that it needs to complete a resolution to continue to participate in the Pennsylvania Municipal Retirement System. Resolution will be sent for review in advance of February 2020 Board of Trustees meeting, and includes new option for employees to make additional contributions.

Old Business:

Centre Hall Expansion Project: CCL&HM received a letter from Penns Valley School District approving the design for the proposed building expansion project for the Centre Hall Area Branch Library.

Committee Reports:

Finance: Following a meeting with a financial planner, the Finance Committee is considering different options for entities with which to invest monies bequeathed to CCL&HM.

Personnel: Sticha reported that the Centre Hall Branch Manager hiring process is proceeding with a goal of having someone in place sometime in February. Sticha also shared that she is completing performance reviews with all members of the Management Team.

Property: Centre Hall parking lot lights have been repaired, work on the front stair/vestibule/side door project in the museum is nearly complete, Holt HVAC is up and running, Holt security upgrades are nearly complete, and the Bookmobile underwent work to repair brake line issues. Further repairs will need to be completed on the body of the Bookmobile after rust was noted.

Fundraising: DeFilippis noted that a goal for 2020 is to develop a Fundraising Strategy for CCL&HM.

Comments for the Good of the Order and Adjournment: Hombosky made a motion to adjourn. Gray seconded. Motion carried. Meeting adjourned at 8:32 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director