

Centre County Library Board of Trustees
Centre County Library, Bellefonte
Thursday, January 24, 2019
6:30 PM

Board Members Present: John Sengle, Richard Thompson, Matthew Bonchack, Justin Miller, Helen DeFilippis, Melissa Hombosky

Staff Members Present: Denise Sticha, Michele Reese

Call to Order: John Sengle, President, called meeting to order at 6:35 p.m.

Minutes of December 13, 2018: Approved by email vote.

Public Comments: Letter received from the Centre County Gives Foundation stating that the Library was a recipient of a \$2000 grant from the Lt. Col. Robert and Lois Barraclough Humanitarian Fund.

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

Approval of Reports:

Finance Reports: No questions from the Board on the report as submitted. Mr.. Bonchack made a motion to approve the Finance reports as submitted. Mr. Thompson seconded. Motion carried.

Director's Reports: No questions from the Board on the report as submitted. Mr. Bonchack made a motion to approve the Finance reports as submitted. Mr. Thompson seconded. Motion carried.

Committee Reports:

Finance Committee: Ms. Sticha gave a report on the meeting held with Edward Jones to discuss investments. Pat Morse and Bill Drosnes were in attendance at the meeting as well. Suggestions were given by Scott McKee, of the Bellefonte office of Edward Jones, in regard to the Treasurer's position with the Board, that they should review the monthly bank statements and the check register each month. At this time the Finance Committee does not have any recommendations as to where to place investments. Current investments are located with LPL, INC., First National Bank and the Centre Foundation. Discussion was then held regarding an Investment and Gift Policy. John stated that he is reviewing Schlow's Investment Policy and is working and would like to develop a policy similar to theirs. Some of the issues to look at in the policy are the internal controls of how the funds can be transferred from the investment accounts to the operating accounts. John also discussed designating certain accounts as Operating accounts other than Investment accounts. Denise stated that line items were setup showing the in's and out's so the Board could see them.

Personnel Committee: Ms. Hombosky stated that she would like to schedule Denise's annual review.

Property Committee: Mr. Sengle informed the Board that the State has signed off of the Keystone Grant for the Holt project as of 1/23/19. The funds will be sent to the County for disbursement. Mr. Bonchack stated that the Board could apply for the Keystone Grant for each location every year. There is no time period you have to wait to reapply like the Board had previously thought. Ms. Sticha updated the Board on the Holt ceiling leak it was having around the pipe. She stated that Troy had purchased a silicone and put it along the pipe to seal it. Currently, there are no leaks since this process has been done. Mr. Thompson stated that the

Emergency lights have been installed in the areas needed.

Discussion was then held on possibly installing additional lights in other locations in the building as well. Mr. Sengle is working on a roof replacement, gutter and downspout replacement proposal for the Historical Museum. Mr. Sengle wants to prevent any major leaks that could cause damage to the materials located inside the Museum. He is looking to utilize funds from the Wood's Estate as the Estate was to be used for the Historical Museum and the preservation of the material items and building. Plans are moving forward with the Centre Hall Friends group regarding the addition to the Library. Mr. Sengle has reviewed the past mortgage holdings to see how the process was handled so going forward with the addition everyone will know how it is to be handled. Ms. Sticha informed the Board that she has asked the Branch Managers to create a list of Capital Improvements so they could be reviewed for future reference.

Planning Committee: No additional items.

Nominating Committee: Mr. Hankinson's seat (Centre Hall Borough) is still vacant. Mr. Sengle and Ms. Sticha met with Kim Bair (Branch Manager Centre Hall) and Mr. Boozer and encouraged them to recruit a replacement for Mr. Hankinson.

Fundraising Committee: Ms. DeFilippis reported that Ms. Sticha had given her and Ms. Drosnes the book *Fundraising 101* to read and review. This year is the 80th birthday for the Centre County Library & Historical Museum and the committee discussed celebrating and the different ways to raise funds. Some of those ideas included the possibility of a Gala, a Community celebration at each location and several other ideas. A Spring campaign was also discussed. Ms. Sticha informed the Board that CCL&HM was asked to host a Centre Gives panel in April so they will also be preparing for that. Mr. Sengle discussed the webpage and stated that he would like to see other information listed on the site on how to make donations other than using PayPal. Discussion was held as well on making sure all those who access the website know who the branches are for Centre County Library.

New Business:

Election of Officers: Ms. DeFilippis made the motion to nominate Mr. Sengle as President, Mr. Bonchack as Vice President and Ms. Drosnes as Secretary/Treasurer. Mr. Miller seconded the motion. Motion carried.

Election of Representatives to the Federation: Mr. Thompson made the motion to nominate Mr. Sengle, Mr. Bonchack and Ms. Drosnes as the Representatives to the Federation. Ms. DeFilippis seconded. Motion carried.

Election of Representative to the District Advisory Council: Mr. Bonchack made the motion to keep Mr. Thompson as District Advisory Council representative. Ms. DeFilippis seconded. Motion carried.

Committee Assignments: Personnel committee members are as follows Ms. Hombosky. There is currently a vacant seat. Ms. DeFilippis is going to contact a friend about filling the current opening for this committee. Planning committee members are Mr. Miller and Ms. Santostefano. Nominating committee members are Mr. Sengle and Ms. DeFilippis. Finance committee members are Ms. Santostefano, Ms. Drosnes and Mr. Sengle. Property committee members are Mr. Sengle, Mr. Bonchack, and Mr. Miller. Fundraising committee members are Ms. Drosnes, Ms. DeFilippis and Mr. Miller. . A discussion was held in regard to having others in the community to serve as Committee members other than Board members. Mr. Sengle encouraged the Board to discuss the opportunity with others.

Conflict of Interest Policy and Disclosures statement: Those in attendance were handed a Conflict of Interest Policy and Disclosures to read, review and sign.

Auditing services for 2019: Ms. Sticha reported that a proposal from Fiore Fedeli Snyder Carothers, LLP was received and the cost would be approximately \$5600. Ms. Sticha recommends that we continue with this firm for this year. Mr. Bonchack discussed the Audit and obtaining a RFP for possible future change of the Firm. The Board was in agreement that the current Firm be retained and a RFP be placed for the future Audits.

Old Business:

Board Evaluation/Assessment: Mr. Sengle stated that Self-Assessment shows that the Board has done a poor job in training new members. The Board needs to create an informational packet explaining the following: how the Board operates, is setup, include a copy of the By-Laws, show who the members are by County, and who the Friends committees are and what they help do. Ms. Sticha stated that she is going to send a link out showing the responsibilities of the Trustees and Members. Ms. DeFilippis is going to do research on resources that can be used for training Board members. Mr. Thompson stated that he has a notebook that has information in it regarding the functions of the Board and he will share that with the Board. A discussion was then held in regard to becoming a member of PANO for training webinars and events in lieu of using Schlow's account. Ms. Hombosky looked the fee up for the cost of the membership and stated that the cost should be \$200. Mr. Bonchack asked Ms. Sticha to look into the in's/out's of joining PANO to see if it would be worth the investment.

Ms. DeFilippis stated that back in December for the Employee Christmas gathering, she gave each of the branches a gift bag with food items in them to take back and use at their branches. She stated that it would be a nice gesture if the Board would give the Staff a small gift at Christmas time to show their appreciation for them. The Board was in agreement and Mr. Bonchack stated that a reminder should be sent out in the Fall to remind Board members.

Strategic Planning/Board Development: The deadline registration for Centre Gives and United Way applications are March 1st. The State Annual report deadline is also March 1st. Mr. Thompson stated that the Holt Friends group would like to do a fundraiser in April during Library week. A discussion then followed regarding the guidance for Friends groups from the Board in regard to fundraising and making sure that the donors know which group the donation is for.

Executive Session: No additional items.

Comments for the Good of the Order and Adjournment: Ms. Sticha stated that the Museum has received a PHMC Grant in the amount of \$4500. The funds are to be used for Staff training and Emergency preparedness.

Mr. Bonchack made a motion to adjourn. Mr. Miller seconded. Motion carried. Meeting adjourned at 8:25 pm.

Respectfully submitted,
Michele Reese, Financial Assistant