

**Centre County Library and Historical Museum Board of Trustees**  
**Thursday, July 25, 2019**  
**6:30 p.m.**  
**Holt Memorial Library, Philipsburg**

**Trustees Present:** Helen DeFilippis, Karen Drosnes, Melissa Hombosky, Justin Miller, John Sengle, Richard Thompson

**Guests Present:** Carl Inglesby, prospective Trustee

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

**Call to Order:** John Sengle, President, called the meeting to order at 6:27 pm.

**Review and Approval of Minutes:** Drosnes made a motion to approve the minutes of the June 27, 2019 Board of Trustees meeting. DeFilippis 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:* Sticha noted that Michele Reese, Finance Assistant, continues to correct coding of expenses. A number of items were paid ahead for third quarter, such as unemployment insurance. Forthcoming expenses for July include building expenses. Sticha noted that the finance report represents items such as interest on investments as per the auditor's recommendation. Sengle noted that the Finance Committee is finalizing recommendations for investment accounts. Miller made a motion to approve the Finance Report. Drosnes seconded. Motion carried.

*Director's Report:* Sticha provided updates for July 2019 to the report, including success with the Summer Learning Program and Summer Lunch Program. She reported that the Kindergarten Kick Start program at CCL won a Pennsylvania Library Association Best Practices Award. New public access Useful clients have been purchased and will be deployed at all branches starting with Centre Hall. Historic Bellefonte Walking Tours continue to be successful. All branches made changes to three-day DVD parameters, restricting to the last two years. Card holder statistics are now reported with a breakout of card holder type. Sticha added that looking at the best way to promote programming and services is a forthcoming project. She added that at the Governor's Advisory Council, Office of Commonwealth Libraries Director Glenn Miller announced that public libraries can expect a 9.2% increase in state aid.

*Federation Report:* The next Federation Board Meeting will take place on August 8, 2019 at Centre Hall Area Branch Library. One item for discussion will be plans for the 9.2% increase to county coordination aid.

**Old Business:**

*Federation Promotions Policy:* Drosnes made a motion to approve the Centre County Federation of Public Libraries Promotions Policy. DeFilippis seconded. Motion carried.

*Keystone Grant Update:* Proposals are being collected through August 13, 2019 Board of Commissioners meeting. Centre County Commissioners, Friends of Holt Memorial Library, or Philipsburg Borough Council may be able to assist with additional expenses.

*Centre Hall Library Association Expansion Project:* Sengle provided a recap of Centre Hall Library Association's presentation to the Board in June. Discussion followed, focusing on ways that CCLHM can share responsibility for project. Consensus to make financial commitment, with understanding that 1-2 CCLHM Board members would attend planning meetings and share ownership of project, and that Association would provide a firm number and a strategic fundraising plan. Goal for August CCLHM Board meeting to define how the Board can be involved and what commitments it will make.

**Committee Reports:**

*Finance:* The auditor will make a presentation at the August Board of Trustees meeting. The report will be sent to the Finance Committee in advance of the meeting. Sticha noted that RFPs for the next auditor have gone out.

*Personnel:* Hombosky will send notes from one-on-one meeting with Sticha to the Board. Sticha noted that she plans to present a staffing plan in September.

*Property:* Sticha noted that Vigilante will prepare an assessment for Holt to provide a more enhanced security system, and that Holt also needs service on its powered door. Centre Hall's front door needs to be repaired following an issue with the handle and crash bar; parking lot light issue has still not been resolved. Some mold was found in the Historical Museum, making a plan for mitigation.

*Nomination:* Sengle has been in touch with four interested parties. Hoping to make a formal offer to one person for the current Centre Hall Borough appointment, with three more parties who may accept nominations for vacancies at end of 2019.

*Fundraising:* Fundraising Committee working to set a meeting for August. Plans include 80<sup>th</sup> anniversary celebrations as well as passive fundraising opportunities.

**Comments for the Good of the Order and Adjournment:** Drosnes made a motion to adjourn. Miller seconded. Motion carried. Meeting adjourned at 8:05 pm.

Respectfully submitted,  
Robbin Degeratu, Administrative Director