

Centre County Library and Historical Museum Board of Trustees

Thursday, June 27, 2019

6:30 p.m.

Historical Museum Building, Bellefonte

Board Members Present: Matt Bonchack, Helen DeFilippis, Karen Drosnes, Janet Santostefano, John Sengle, Richard Thompson

Guests Present: Brady Clemens, District Library Consultant; Carl Inglesby, prospective Trustee; Rhonda Rumbaugh, Ron Flood, Bob Boozer, Cathy Flood, and Patrick Smith of the Centre Hall Library Association

Staff Present: Denise Sticha, Robbin Degeratu

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

Review and Approval of Minutes: Drosnes made a motion to approve the minutes of the May 27, 2019 Board of Trustees Meeting as corrected. Thompson seconded. Motion carried.

Public Comments:

Centre Hall Library Association Expansion Project: Members of the Association provided an update on the prospective expansion project, including an overview of the structural proposals made to Penns Valley School District for the expansion as well as reassessment of construction plans after receiving quotes from a builder. Association and CCL&HM Board discussed fundraising plans broadly, as well as options for mortgages, and whether CCL&HM would assent to taking out a mortgage for a portion of the cost, to be paid by the Association. CCL&HM Board suggested that an updated projected budget, projected payoff plan for mortgage, and a complete fundraising plan would assist in making this decision.

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

Approval of Reports:

Finance Report: Sticha highlighted areas of the financial report, noting that the organization is on track for revenue and expenses for the year, around 41.3%. Sticha also identified custodial expenses and programming as areas for further budget development for 2020 fiscal year. Drosnes made a motion to approve the Finance Report. Bonchack seconded. Motion carried.

Director's Report: Sticha added to the report that the audit process has commenced, and that the auditor will make a presentation to the Board at the July Board of Trustees Meeting. Sticha outlined plans to draft a request for proposal for the audit, as well as a timeline for posting the RFP. Bonchack made a motion to delegate approval of the request for proposal for the audit to the Finance Committee. DeFilippis seconded. Motion carried.

Federation Report – Promotions Policy: Clemens provided a basic overview of the proposed Promotions Policy for the Federation of Centre County Public Libraries. Board will review prior to July meeting, at which time discussion will take place.

Old Business:

Keystone Grant Update: Only one bid was submitted for the Holt HVAC project, which was then withdrawn. Sengle and Sticha are working with Mike Bloom from Centre County Government to prepare the request for proposal for re-posting, and are also considering additional funding options.

Centre Hall Library Expansion: Continued discussion of the project proposed by the Centre Hall Library Association. Noted that information, including a mortgage payoff plan, will better inform conversation. Sengle noted that this should be added to the agenda for the July Board of Trustees meeting.

Committee Reports:

Finance: Drosnes recapped meeting with Molly Kunkle from Centre Foundation, and outlined the benefits as compared to current investments with Northwest Savings Bank. Drosnes is comparing performance of investment accounts, and Finance Committee will be prepared to make a recommendation to the Board regarding investment accounts in July or August.

Personnel: Sticha noted that she and Personnel Committee member Hombosky met in June. Sticha also provided an update on staffing changes in the Pennsylvania Room, as well as a need to increase staffing at Centre Hall without increasing the number of part time hours.

Property: Sengle informed the Board that CCL&HM has received approval from the Bellefonte Historical Architecture Review Board for replacement of the roof on the Museum building. Sticha added that repairs to Centre Hall's parking lot lighting are pending, and that a new library parking sign is needed at that branch. Locks have been placed on the public restrooms at Holt, and security cameras are the next project. Sticha added that \$20,000.00 was granted to the Museum building for capital improvements as part of the 2019-2020 Tourism Grant.

Planning: Sticha shared that Centre County United Way decreased CCL&HM's funding by \$7,000.00; she has scheduled a meeting with the Distribution Chair to get more information about the decision to reduce this contribution. Sticha outlined the recommendations made by CCUW, including developing a strategic plan. Santostefano noted that CCUW is looking for measurable outcomes and strategic plans when it is allocating funds.

Nomination: Sengle noted that one Board seat is still open, and three more will open at the end of 2019. Five individuals have expressed interest in possibly serving on the Board, and Sengle is following up with each of them.

Fundraising: DeFilippis added that the Fundraising Committee is working to schedule a meeting in July to plan for CCL&HM's 80th anniversary celebrations in October, with a fundraising goal of \$80,000.00.

Strategic Planning: None

Executive Session: None

Comments for the Good of the Order and Adjournment: Drosnes made a motion to adjourn. Bonchack seconded. Motion carried. The meeting adjourned at 8:29 pm.

Respectfully submitted,
Robbin Degeratu, Administrative Director