

Centre County Library & Historical Museum Board of Trustees Meeting
Thursday, January 26, 2023
Zoom Virtual Meeting
6:30 pm

Trustees Present: Deborah Cleeton, Carl Inglesby, Lindsey Kurtz, Pamela McCloskey, Bryce Taylor, Kathleen Gomez, Vickie Barnett

Trustees Excused:

Staff Present: Denise Sticha, Michele Reese

Guests Present: Grace Filohoski, John Sengle, Rhonda Rombaugh

Public Comments and Correspondence: Brief introductions were given of those attending the meeting.

Consent Agenda: Inglesby made a motion to approve the minutes of December 8, 2022, the December 2022 Operations Report. McCloskey seconded. Motion carried.

The minutes of the December 8, 2022 Centre County Library & Historical Museum Board of Trustees Meeting were approved.

The December 2022 Operations Report was approved.

Finance Report and Investment Summary: Sticha gave a review of the investment summary from December. Stated that we are on track in keeping our investments as they are set. Sticha reported that \$15,000 of the State funds will be transferred to the Kish bank account to have \$20,000 on hand if necessary. Taylor said that he would like some follow up on the information presented and Sticha stated that she will email Taylor to set up a time to meet and review the investments. A review of the profit and loss was done as well. Reese reported the amounts for the Fleagle account and Centre Hall Borough as they were received at the early part of January. Kurtz asked about the Miscellaneous Revenue and Reese gave a brief report on the account. Cleeton made a motion to approve the Finance Report and Investment Summary. McCloskey seconded. Motion carried.

New Business:

Election of Board officers: Trustees discussed the nomination of the 2023 CCLHM Board of Trustees Officers. Kurtz nominated Carl Inglesby for the position of President; Pamela McCloskey stated she would continue as Vice President; Kurtz nominated Debbie Cleeton for Secretary/Treasurer. Taylor made a motion to approve the slate of nominees for the 2023 Centre County Library & Historical Museum Board of Trustees Officers. Gomez seconded. Motion carried.

Committee appointments:

- Federation Board representatives - Carl Inglesby, Lindsey Kurtz, Pam McCloskey
- District Advisory Council - Co-representatives - Kathleen Gomez & Vickie Barnett
- Finance Committee- Deborah Cleeton, Chair, Carl Inglesby, Bryce Taylor
- Personnel Committee - Pamela McCloskey, Chair, Vickie Barnett, Kathleen Gomez
- Property Committee – John Sengle, Chair, Carl Inglesby, Lindsey Kurtz, Matt Boncheck
- Fundraising Committee-Bryce Taylor, Pam McCloskey - Kurtz stated that she will reach out to DeFilippis to see if she would like to chair the committee. If she does not, Kurtz will chair.
- Planning committee – will keep it vacant
- Nominating/Governance Committee – Kathleen Gomez

Sticha stated that the Federation board meets four times a year. Meetings are currently held via zoom. The next meeting is February 9th. CCL will host two meetings and Schlow will host two meetings. The meetings in the past were held at Schlow, Bellefonte, Holt and Centre Hall. They have discussed going back to meeting in person at least once a year. That meeting has yet to be determined.

Taylor stated that he is willing to serve on committees. He has more availability during the day due to work conflicts in the evening.

Sticha gave a description of the District Advisory Council and how it works. Sticha, also, gave a brief description on the Property committee and who and what is involved. She stated that it is not just made up of board members but members of the community. It is a very active committee that maintains all the buildings and vehicles.

McCloskey asked if the Fundraising committee would be connected with the Bellefonte Friends group. Sticha stated that since the Friends group has been established they will have their own committee like the Holt Friends and PPVL. Inglesby asked if the committee would tie in with the Centre Hall expansion. Sticha stated that the expansion would be a subset of the fundraising. Discussion was held regarding having someone come in to help guide the committee on raising funds. Sengle stated that he when he had been on the board and at that time they looked into getting information regarding legacy accounts.

Old Business:

Centre Hall expansion project update: A brief history of the Centre Hall expansion was given by Sengle regarding why the expansion came to light and working with the Penns Valley Friends group, which is now the Partnership for Penns Valley Library Services. Sengle has been involved with the process since the beginning and stated that the board needs to become actively involved in getting the expansion moving. It has been nine years since the board was approached to do the expansion and the Board needs to move to an active goal. Getting a design set and executing a capital campaign are two of the major items that need to be done.

Sticha stated that in 2021 a needs assessment was completed and the recommendations that were made. One of the recommendations made was to expand the library from the rear of the building. The PVSD was approached regarding the expansion; they gave their approval to continue with the expansion

and that they want to be kept in the loop as to what is happening. Two members are needed from the board to serve on a committee with the PPVLS to start discussing the capital campaign. Sticha sent out a form Testing Our Readiness that listed questions for consideration. This is the first step that needs to be taken for the newly created task force. Sticha stated that she will try to get an initial meeting set up in February.

Rhonda Rombaugh- PPVLS- Rhonda stated there are two members of their board who are ready to work with the expansion. They have been brainstorming potential prospects in the valley and thinking about what their next steps are. They are ready to schedule a meeting to start to put a plan together.

Joint CCLHM/PPVLS capital campaign committee- Inglesby, McCloskey and Kurtz will work on the committee along with Sengle.

Bellefonte Library Friends update- Sticha noted that McCloskey, Cleeton and DeFilippis were very instrumental in helping to create the Bellefonte Friends group. Their next step is to open a checking account file with the Organization of Friends. Cleeton stated that she was impressed by the enthusiasm of the group. Cleeton stated that they currently have two logo designs but have discussed holding a contest to allow patrons design a logo. Discussion followed.

Committee Reports:

Finance: No updates

Personnel: No updates

Property:

Museum project- A bid from Penn State Design & Construction has been accepted for the side porch project. A decision needs to be made regarding what will be done to the second-floor porch as to whether they replace all the boards or some of them. The cost will be approximately \$8500 to replace it or \$35 a square foot to replace certain areas. Construction will start July 17th and will be done in 90 days. The funds for the project will come from the Janet Woods investment account. Sticha will follow up with Coombs to make sure the funds are available and when the project will take place.

Sticha gave an update on her office remodel. The project has been completed and she will be in on Saturday to clean the office and move back in.

Bellefonte branch -Tree removal was completed and worked with the B&B to have those removed. The trees that are in front of the Library have been trimmed as well.

Bookmobile- Bookmobile is currently off road. Sticha will begin advertising for the Bookmobile driver position in February. Struble and Butler have started it several times. Inglesby stated that we are still looking for a place to house the Bookmobile.

Holt - Handicapped doors installed. This was a capital expense that was not budgeted.

Centre Hall – A pipe burst the last week of December. The library was closed for about a week and a half to take care of the cleanup. Sticha gave a report on the collections that were lost. Carpet still needs to be cleaned. Still waiting to hear what the insurance company will pay for. Front door was blown open and destroyed the door mechanism. The incident has been turned

into the insurance company for the damage. The approximate cost of the repair will be \$4500. Discussed doorway and possible changes to the outside by adding bushes or possibly the entryway to the side of the building when the expansion is completed. A door stop was installed as well. Sticha stated that she will reach out to Scott's Landscaping to see what recommendations they have. The roof project has been completed and all of the screws have been replaced on the metal roof. No updates on the expansion.

Planning: No updates.

Nomination: Kurtz stated that there are two vacancies. One is the County Commissioners seats and an at-large seat. Kurtz encouraged board members to reach out to the community. Sticha reported that Kurtz had reached out to Commissioner Higgins and he stated that they do not have anyone as of yet but are looking for recommendations and suggestions from the Board. Gomez asked what the criteria would be for the vacancies. Kurtz stated that they were not municipal appointments, but we should be getting people from our service area. Sticha stated that for the Commissioner appointment they should live within the county and the board at-large appointment could be more flexible. Taylor asked if there is an age requirement. Sticha stated that the by-laws do not list one.

Fundraising: 2023 Annual Appeal – The appeal will close out on the 31st of January. Sticha thanked Reese and Schwartz on getting the appeal letters sent out. Donations were received throughout December and January. As of the 26th there was a total of \$27,429 a little shy of the \$30,000 goal that was set. Schwartz did quite a bit of follow up on social media. Acknowledgements have been sent out to those who have donated to date. Taylor asked how the library did in the past two years. Sticha we did well. Several grants were received and that helped to keep staff on payroll. One of the problems in the past two years has been staff turnover due to Covid. Sticha stated that she and the Finance and Personnel committee have worked together to improve the starting wage for the part time library assistants and bring some other line staff positions up to a more competitive rate.

Comments for the Good of the Order and Adjournment: Cleeton asked about the Conflict of Interest form and Board of Trustees agreement. Sticha said members can fill out the conflict of interest and drop it off or email it to her. She will look into the Board of Trustees agreement. Sticha also stated that she needs accurate contact information for the board contact list.

Inglesby made a motion to adjourn. Barnett seconded. Motion carried. The meeting adjourned at 8:00 p.m.

Respectfully submitted,
Michele Reese
Office Manager