

Centre County Library Board of Trustees
Centre County Library, Bellefonte
Thursday, March 28, 2019
6:30 PM

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

Staff Members Present: Denise Sticha, Michele Reese

Call to Order: John Sengle, President, called meeting to order at 6:30 p.m.

Minutes of February 28, 2019: Mr. Thompson made a motion to approve the February minutes as submitted. Ms. DeFilippis seconded. Motion carried.

Public Comments: None .

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

Approval of Reports:

Finance Reports: Ms. Sticha reviewed the new/updated reports as submitted. Discussion was held regarding the check register, the P&L Budget performance and the Investment report. Mr. Thompson asked that a fourth column be added showing the actual balance of the amount. It was decided that the check register will only be sent to the Treasurer. Discussion was held in regard to the Wood's Bequest and the account setup. Mr. Bonchack made a motion to approve the Finance reports as submitted. Ms. DeFilippis seconded. Motion carried.

Director's Reports: Ms. Sticha updated the Board on the Bellefonte Tourism Grant the United Way Grant. Applications have been completed for both and submitted. United Way will be hold a site visit at the Bellefonte branch on April 15th at 10:30. A powerpoint presentation will be done during the visit. There will be representatives from other organization's present as well. Ms. DeFilippis stated that she will submit a short video for the site visit explaining the importance of the Library to the community. Ms. Sticha stated that she will be attending other United Way site visits. Ms. Sticha gave a report on the following items: Family Place and what the requirements are for that, Erate application for the Federation was filed on March 27th. The contract was awarded to Kimber. Ms. Sticha stated that she has been selected to participate on the Influencer Panel and that there is a free event being held April 24th. The event is free but if you wish to attend you will need to register. Ms. Sticha reported that possibly on April 16, 2109, Centre County Commissioners will be doing a Proclamation for the Library in regard to our 80th Birthday celebration. Ms. Sticha will inform the Board of a confirmed date so they can attend if they so choose.

Federation Report: None

New Business: A revision for the Part-Time PA Room Library and Museum Assistant adding a few more job duties. The Board reviewed the revision and it was noted that in #10 of the Functions and Responsibilities the duty was incomplete. Mr. Bonchack made a motion to accept the revised Assistant duties with an update to duty #10. Ms. DeFilippis seconded the motion. Motion carried.

Tourism Grant - A motion was done via email and all members were in agreement to approve the application.

Girl Scout Little House - Ms. Sticha had a call from Francy Shreve in regard to remodeling and painting the interior of the Little House by three 8th grade girls. They have had an Architect in to review the interior to make sure what they would like to do can be done. Mr. Sengle stated that he would like to have them attend a meeting and present their request to the Board. The Girl Scouts are not requesting any funds.

Old Business:

Keystone Grant - Nothing new to report.

Centre Hall Addition - Nothing new to report.

Roof on the Museum - Mr. Sengle stated that RFP's were sent out the week of March 21st for a new roof to be placed on the Museum. The bids are due back by April 22nd so they can be reviewed by the Board at the April meeting. Mr. Sengle stated that one of the contractor's contacted him regarding the type of shingle to be used to ensure that asphalt was correct. Mr. Sengle told him that asphalt was correct.

Committee Reports:

Finance Committee: Mr. Sengle stated that he would like to see additional areas for donations added to the website. Ms. Sticha reported that Brendon Andrews is currently working on the website and making changes and it is in the plan to create more areas to make donations.

Mr. Sengle presented the Board with the following Policies: **Investment policy** that he had created with some references he had gotten from Schlow 's policy. The policy was tabled at this time. Ms. Reese is to forward examples of Investment Policies from PANO to Mr. Sengle for him to review and compare to ensure that we have covered all areas necessary. **Gift Policy**- The policy was given to Tracy Benson for review and he stated that a change be made to the wording of liquidation assets. The Board reviewed the Gift policy and the following was noted; on #2 Restriction there is a typo. Mr. Thompson asked if anything may be excluded for #4 Intangible Property. Discussion then followed. Mr. Bonchak made a motion to approve the Gift Policy with revisions. Ms. DeFillipis seconded. Motion carried. A discussion was then held regarding a policy for the Museum and the objects on hand.

Personnel Committee: Nothing to report.

Property Committee: Tourism Grant was submitted and the Board should hear a reply by May.

Planning Committee: No additional items.

Nominating Committee: Ms. DeFilippis stated she had spoken with Kate & Ken Pasch and asked if either of them would be interested in filling Mr. Hankinson's vacant seat. Mr. Sengle stated that he would contact them and ask them if they would like to meet and discuss the position.

Fundraising Committee: Ms. Sticha reported that we are gearing up for the Centre Gives. Julie Valora has been attending meetings in regard to Centre Gives and how to increase donations. An email blast could be sent out cardholders and bookmarks could be made to give to Patrons. Ms. DeFilippis suggested that banners be created and hung on the workstations. Ms. Sticha and Ms. Degeratu are participating in Fundraising webinars.

Discussion was held regarding the birthday celebration that is to be held in October. Ms. DeFilippis stated that

everyone should start to think about who they would like to invite to attend the event.

Strategic Planning/Board Development: Nothing to report.

Executive Session: Ms. Sticha stated that the Museum was asked to use the piano for a recital. The Board stated that they did not have an issue with the use as long as there is no alcohol and a donation given for the use.

Comments for the Good of the Order and Adjournment: Mr. Bonchack made a motion to adjourn. Ms. DeFilippis seconded. Motion carried. Meeting adjourned at 7:50 pm.

Respectfully submitted,
Michele Reese, Financial Assistant