

Centre County Library and Historical Museum Board of Trustees
Centre Hall Area Branch Library, Centre Hall
Thursday, May 23, 2019
6:30 p.m.

Board Members Present: John Sengle, Richard Thompson, Melissa Hombosky, Helen DeFilippis, Janet Santostefano, Karen Drosnes

Staff Present: Denise Sticha, Robbin Degeratu

Call to Order: John Sengle, President, called the meeting to order at 6:30 pm.

Minutes of April 25, 2019: Ms. Drosnes made a motion to approve the minutes of April 25, 2019 as submitted. Ms. DeFilippis seconded. Motion carried.

Public Comments: None.

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

Approval of Reports:

Finance Reports: Ms. Sticha provided a brief overview of the reports, noting procedural questions that will be posed to the auditor when the audit begins in June. In June, Ms. Sticha and Finance Assistant Michele Reese plan to draft an RFP for a new auditor. Ms. DeFilippis made a motion to approve the Financial Reports as submitted. Ms. Hombosky seconded. Motion carried.

Director's Report: Ms. Sticha highlighted the success of NOVEL Con 2019, which doubled its attendance from 2018, as well as Centre County Library's upcoming participation in the Summer Lunch Program, which will tie in with the Summer Learning Program. Pending purchase/procurement of a refrigerator, Holt Memorial Library will participate in 2020.

Ms. Sticha provided an update regarding Useful, the company that provides support and hardware to CCL&HM for its public access computers. The Useful management platform that had been in use was discontinued on May 1, 2019, and until CCL&HM's Useful computers are migrated to a new version of the operating software, usage statistics will likely not be available. After outlining options, Ms. Sticha noted that CCL&HM will replace all of the public access Useful stations with new ones, which will already be migrated and will allow for cloud management, which will be easier to expand going forward. The cost for full replacement of 3 computers and 20 clients is an anticipated budgetary expense of \$7,000.00. The Useful service contract is up for renewal in September 2019, with a total cost of \$15,000.00 for three years.

Federation Report: Schlow is in the process of hiring two new full time IT staff members, who will provide support throughout the District. Ms. Sticha is exploring Federation-level support for technology. Schlow and CCL&HM are in the process of reviewing a proposed Promotions Policy which will outline the protocol for external promotions within Federation libraries. Ms. Sticha requested review of the proposed policy prior to the June CCL&HM Board of Trustees meeting.

New Business: None.

Old Business:

Holt HVAC/Keystone Grant: Mr. Sengle completed a walkthrough with two HVAC companies on May 10, 2019. Bids are due to Centre County on May 24, 2019 at end of business, and will be opened on May 28, 2019 at the Commissioner's

Meeting. After the county reviews bids, an announcement will be made on June 11, 2019 regarding which business is awarded the contract.

Museum Roof/Gutter Project: A vote was completed via email to award this project to Von Kensinger Roofing for \$43,000.00 with a projected start date of September. Next steps include completing a HARB application for the replacement. Ms. Santostefano made a motion to ratify the unanimous vote via email to award the contract to Von Kensinger Roofing. Mr. Thompson seconded. Motion carried.

Review of Visit with Senator Corman: Mr. Sengle and Ms. Drosnes attended this legislative visit, in which they and the representatives from Schlow, and District Library Consultant Brady Clemens, communicated the request from PaLA for increased funding over the next two budget years. Most of the conversation focused on topics such as broadband access. The next step for legislative visits is to schedule meetings with Kerry Benninghoff and Scott Conklin.

District Agreement: The District Agreement was officially approved. Ms. Drosnes made a motion to accept the District Agreement. Ms. DeFilippis seconded. Motion carried.

Committee Reports:

Finance: Ms. Drosnes has worked to review past statements from First National Bank over the last five years to better understand the performance of these investments; she ultimately concluded that altogether, CCL&HM has earned approximately 17.3% in that time. Ms. Drosnes will continue to work to gain access to the statements from Northwest Savings Bank. Ms. Santostefano noted that in reviewing these statements, it is important to review reasons for which money was withdrawn from investments in past years, whether for operational expenses or special projects. The Finance Committee is also working to schedule a meeting with Centre Foundation, with a possibility of moving some investments to that institution.

Personnel: Ms. Hombosky noted that she and Ms. Sticha would schedule a meeting at the end of the Board of Trustees meeting.

Property: Mr. Sengle provided an update on the Centre Hall Area Branch Library expansion project, noting that the Board is waiting for the Association to work through issues with the Penns Valley School District and to make a request for a specific dollar amount for a possible mortgage. Ms. Drosnes emphasized that once a budget was finalized, the Hamer Foundation may be a source of funding for the expansion project. Ms. Sticha added that the issue of restroom locks at Holt Memorial Library has emerged again. Branch Manager Theresa Hutton is collecting estimates for a locksmith to add new locks to the restrooms.

Planning: None.

Nomination: Mr. Sengle is still waiting to hear from prospective Board member Pat Smith. No additional prospective nominees have been identified.

Fundraising: During Centre Gives 2019, 95 unique donors contributed \$8,410.00 to CCL&HM before the stretch pool. Ms. DeFilippis and Ms. Sticha outlined opportunities for improvement, particularly engaging communities surrounding the branches. Planning is also beginning for CCL&HM's 80th anniversary. Ms. Sticha is working on municipal solicitations. Planning for birthday parties at each location is beginning.

Strategic Planning: None.

Executive Session: None.

Comments for the Good of the Order and Adjournment: Ms. Santostefano made a motion to adjourn. Ms. Hombosky seconded. Motion carried. Meeting adjourned at 7:55 pm.

Respectfully submitted,
Robbin Degeratu, Administrative Director