

Centre County Library and Historical Museum Board of Trustees

Thursday, November 21, 2019

6:30 p.m.

Centre County Library, Bellefonte, PA

Trustees Present: Matt Bonchack, Karen Drosnes, Melissa Hombosky, Lindsey Kurtz, Justin Miller, Janet Santostefano, John Sengle, Richard Thompson

Guests Present: Kate Pasch

Staff Present: Denise Sticha, Robbin Degeratu

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

Review and Approval of Minutes: Santostefano made a motion to approve the minutes of the October 24, 2019 Board of Trustees meeting. Drosnes seconded. Motion carried.

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

Approval of Reports:

Finance Report: Revenue and expenses continue to track as expected, with additional revenue expected in November and December from municipal contributions and the annual appeal. Sticha and Finance Assistant Michele Reese continue to adjust coding for expenses. Thompson made a motion to approve the Finance Report. Drosnes seconded. Motion carried.

Director's Report: Sticha highlighted items from the Operations Report as well as the 80th Anniversary Open House that was held at Centre County Library. Provided November updates, including the launch of StoryWalk in Tri-Municipal Park and an overview of a meeting with Centre County United Way to discuss the decreased award in funding that CCLHM received.

Committee Reports:

Finance: Finance Committee submitted the proposed Centre Foundation transition plan and contract to solicitor for review, additional questions were generated. Finance Committee is scheduling a meeting with Centre Foundation to clarify answers to these questions before transferring funds to a spendable endowment at Centre Foundation.

Personnel: Sticha briefly recapped progress on reviewing applications and plans to schedule interviews for the position of Branch Manager at Centre Hall. Sticha noted that staff performance reviews and goal setting conferences are forthcoming.

Property: Holt HVAC project is progressing with heat throughout the building; invoices from contractor are forthcoming. One of the toilets at Holt will also need to be replaced or repaired. Property Committee reviewed two proposals from Vigilante security for improving the current security system. Property Committee recommended a full upgrade to the current system, along with addition of video cameras and a panic button. Drosnes made a motion to conditionally approve the recommended security upgrades at Holt Memorial Library contingent upon a follow-up meeting between Vigilante Security and the Property Committee. Hombosky seconded. Motion carried. Lighting repairs in Centre Hall parking lot are scheduled to begin on Monday, November 25, 2019; three high-efficiency LED lights are left from those that were donated by Penns Valley High School, and

could be repurposed in Philipsburg. Historical Museum safety projects are underway, and should be completed before the end of December.

Nomination: Continuing to review possible candidates for Spring Township appointment beginning in January 2020, including Kate Pasch. Sengle will send nominations for Andrew Naugle and Carl Inglesby to Centre County Commissioners for consideration of two Commissioner-appointed seats.

Fundraising: Annual appeal will be mailed in first week of December, and will include a 1,300-piece mailing. An eightieth anniversary solicitation will go out in 2020. Small-scale fundraisers are taking place at Centre County Library and the Historical Museum during Victorian Christmas. Hombosky asked whether CCLHM was planning for Giving Tuesday and suggested a small social media campaign that could tie-in to the annual appeal. Sticha noted that she and Trustee Helen DeFilippis will meet with Jeanne Lozier, a fundraising consultant, who will provide guidance and assistance in creating a fundraising strategy.

Old Business:

Centre Hall Expansion Project: The Library Association is meeting with the Penns Valley School District Facilities Committee to continue to discuss the roofline of the expansion; next step is to develop a set of architectural drawings. Sticha clarified space needs in a meeting with Ron and Kathy Flood, members of the Library Association.

Staff Holiday Party: The CCLHM Staff Holiday Party will take place on Thursday, December 19, 2019 from 10:00 am – 12:00 pm in the Historical Museum.

Staff Development Day: Sticha outlined plans for an All-Staff Development Day on Monday, January 20, 2020 including a session on professionalism facilitated by Helen DeFilippis. Bonchack made a motion to close all CCLHM library locations on Monday, January 20, 2020 for staff development. Kurtz seconded. Motion carried.

New Business:

2020 Budget: Sticha presented a draft of the 2020 budget, including a complete overview of budget categories, and welcomed comments from the Board. Noted that revisions would be made following the meeting, and a revised budget would be sent to the Board via email in advance of the December meeting.

Executive Session:

Bonchack made a motion to adjourn the meeting to enter executive session to discuss personnel matters. Drosnes seconded. Motion carried. Meeting adjourned to enter executive session at 8:26 pm.

Bonchack made a motion to end the executive session and return to the regular meeting. Drosnes seconded. Motion carried. Executive session ended at 9:15 pm.

Adjournment:

Bonchack made a motion to adjourn. Drosnes seconded. Motion carried. Meeting adjourned at 9:15 pm.

Respectfully submitted,
Robbin Degeratu
Administrative Director