

**Centre County Library & Historical Museum Board of Trustees**

**Thursday, September 26, 2019**

**6:30 p.m.**

**Centre County Library, Bellefonte, PA**

**Trustees Present:** Helen DeFilippis, Karen Drosnes, Melissa Hombosky, Lindsey Kurtz, Justin Miller, Janet Santostefano, John Sengle, Richard Thompson

**Staff Present:** Denise Sticha and Robbin Degeratu

**Call to Order:** John Sengle, President, called the meeting to order at 6:35 pm.

**Review and Approval of Minutes:** Drosnes made a motion to approve the minutes of the August 22, 2019 Board of Trustees meeting. Thompson seconded. Motion carried.

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

**Approval of Reports:**

*Finance Report:* Sticha highlighted several items in the financial report, noting that the expenses and income are tracking as expected for this point in the year. Sticha is working with Molly Kunkle from Centre Foundation to develop a memorandum of understanding and a logistical plan for transferring investments into Centre Foundation. Sticha noted that adult collection purchasing is low but will be a focus for the next several months. Drosnes made a motion to approve the Finance Report. Miller seconded. Motion carried.

*Director's Report:* With no questions regarding the submitted report, Sticha highlighted the upcoming grand opening of two Federation StoryWalk locations: Autumnwood Park on September 28, 2019, and Tri-Municipal Park on November 2, 2019. Noted that Schlow Centre Region Library staff visited all brick-and-mortar CCLHM locations on September 19, 2019. Sticha also shared that Holt Memorial Library has been accepted as a Family Place library. Wrapped up Director's Report by providing an overview of the Central Pennsylvania Library District boycott of e-audio materials published by Blackstone Audio and Simon & Schuster beginning September 30, 2019, and extending for six months.

*Federation Report:* Federation Board has not met, but Sticha informed the Board that she and Cathi Alloway, Director of Schlow Centre Region Library, are working to form a recommendation for a revision of the County Coordination Aid distribution formula that is fair and equitable in light of the 8.9% increase in this aid for 2020.

**Committee Reports:**

*Finance:* Sticha noted that she received a final copy of the audit with paper copies available to the Board and an electronic version forthcoming.

*Personnel:* Hombosky will share meetings from Sticha's annual review with Board.

*Property:* Sengle outlined updates for facilities projects at the branches. The contract for the HVAC Keystone Grant project at Holt is nearly signed, with Sengle and Sticha working to solicit contributions for the shortfall beyond the estimated total. Roofing project at Museum Building is nearly finished, and planning is beginning for additional projects at this building. Sengle has met with three electricians to review the lights in the Centre

Hall parking lot; one proposal has been received, and two more are outstanding. Sticha added that a professional security assessment is scheduled with Vigilante Security at Holt in early October, and that additional work may need to be completed to repair the powered door at Holt, which is not operating consistently.

*Nomination:* Sengle noted that three seats will vacate at the end of 2019, and that Carl Inglesby and Andrew Naugle have both committed to serving; he is working to schedule a meeting with a third interested person. Sticha read into the record a letter dated September 26, 2019 from Beth Ann Araujo, Centre Hall Borough Secretary, confirming the appointment of Ms. Lindsey M. Kurtz as Centre Hall Borough's representative to the Centre County Library & Historical Museum Board of Trustees to fulfill the term ending December 31, 2021.

*Fundraising:* Sticha and DeFilippis outlined plans for the 80<sup>th</sup> Anniversary kickoff at Centre County Library on October 24, 2019. Sticha noted that additional celebrations will take place at the branches throughout the 80<sup>th</sup> year in April (Holt), late July (Centre Hall), and October (Museum) 2020. The kickoff at CCL will mark the beginning of an \$80,000.00 capital campaign for the library's anniversary year. Sticha noted that with this campaign, as well as plans for the Centre Hall expansion in mind, the Board may want to consider how it will approach fundraisers such as Centre Gives, and how the library will project a separate, but mutually-supportive approach to fundraising. Fundraising Committee will meet to begin to develop a fundraising strategy that addresses these and other considerations, and may invite a professional fundraiser to donate time to assist.

#### **Old Business:**

*Holiday Party:* DeFilippis reminded the Trustees that she is collecting personal financial contributions in anticipation of helping to plan the staff holiday party.

#### **Strategic Planning:**

*Centre Hall Expansion Project:* Sengle and Sticha attended a meeting of the Friends Association's Fundraising Committee. Plans for the project are still being approved by necessary entities, such as Penns Valley Area School District and the Centre Hall Borough. This committee is still in the fundraising and strategizing stage, with additional funding options (Keystone Grant, 4-H, etc) under consideration.

#### **Comments for the Good of the Order and Adjournment:**

*Summer Learning Program:* Sticha briefly touched on the Summer Learning Program Executive Summary submitted by Laura Sarge, Youth Services Librarian and Outreach Coordinator. Program was largely successful, and the surveys collected attempt to collect outcome measurements.

Drosnes made a motion to adjourn the meeting. Thompson seconded. Motion carried. Meeting adjourned at 7:51 pm.

Respectfully submitted,  
Robbin Degeratu  
Administrative Director