**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**April 21, 2021**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Community Room with a conference call component on Wednesday, April 21, 2021. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Bill Lantzy, John Skelley

Members Virtually Present: Alan Metzler, Marlin Plymette, Aletha Haselrig-Jones, Leanna Bird

Others: Ashley Flynn, Stephanie Young, Barb Mitchell, Joel Koss

Members Absent: Christine Cosgrove, Cara Ferrante, Don Layo

Consent Agenda Reports:

The County Coordinator’s report was presented as part of the consent agenda.

A motion to approve the consent agenda, including the minutes of April 21, 2021, was made by John Skelley and seconded by Bill Lantzy with all in favor.

Treasurer’s Report:

The Treasurer’s Report was presented by Stephanie Young. Extra monies from the Cambria County millage was received, and each of the system member libraries have received their allocations. Disbursements included flooring for the children’s playroom that was funded by a grant. Alan Metzler inquired about additional Paycheck Protection Program funds, but the library isn’t eligible for this round.

The treasurer’s report was filed for audit.

Cybersecurity Update:

Joel Koss presented a Network Security Review, which briefly outlined the steps the library takes to keep files safe. He explained most sensitive information related to patrons or credit cards is hosted off site with backups and security covered by those vendors. The public wi-fi is segmented from the staff network. Anti-virus software and a firewall is in place, although the firewall is due for upgrades. Joel said it has been four years since our last intrusion and infection, and that the primary risk to the library is staff opening emails that they shouldn’t. The board suggested that Joel test the staff by sending out emails and assessing the staff response to them. Alan encouraged Joel to ask for anything he would need to keep us as safe as possible.

Director’s Report:

*Library Services* *– Evening Hours* – Ashley explained that the library is preparing to extend hours beginning the first week of May. The new schedule will be Monday through Thursday from 9 am to 6 pm, and Friday and Saturday from 9 am to 3 pm. The staff will monitor building occupancy which will allow the security guard to cover closing hours and spend time patrolling the building. Ashley hopes to gradually increase the hours before the state pushes to resume our full schedule.

John Skelley asked if all staff had received their vaccine. Ashley said that many had, but not all. She said that she doesn’t expect Office of Commonwealth Libraries to present any further guidelines related to the pandemic as they expect all decisions to be made locally. Alan Metzler asked if the Johnstown police patrol the building and Ashley said the library is on the downtown beat, but she hasn’t seen any officers in the building in quite a while.

*Annual Reports* – The annual reports are on track, with the exception of three libraries. The Burrell Township Library’s is behind schedule due to their director’s health. John asked if failure to complete the reports on time risks state aid, and Ashley said that it could. Alan suggested that Ashley make boards aware of the status of the annual reports. Ashley mentioned that Blairsville Public Library is another concern, and that they are habitually late with all required documentation. She has emailed their board president to seek resolution moving forward. In addition, Cresson Public Library presents another area of concern. Their director appears to struggle with some of the financial requirements of the position and the annual report. Ashley said she had reached out pre-pandemic to offer support. Alan said that a call to their board might be in order.

*IMLS Cares Allocation Plan* – Ashley explained that this is still underway, and she will work on submitting revised plans to the state after the conclusion of the annual reports.

*Night Music Updates* – The ticket sale window has closed. Ashley hoped that all guests do not arrive at once to pick up their meals. She reviewed various safety measures in place for the evening. Alan suggested that any board members who were available stop by to lend a hand.

*Northern Cambria Interviews –* Justin Brown has accepted the position as library director. Ashley will work on providing him with an orientation to the district.

*EDI Grant* – The library was successful in obtaining a grant for Equity, Diversity, and Inclusion training. There will be two sessions, one offered in May and one in June. Everyone in the district is encouraged to attend these workshops.

Water Fountain Installation – The Sunset Rotary Club has donated three eco-friendly water fountains and $1,100 to assist with installation costs. Our maintenance supervisor has expressed an interest in having an outside plumber complete the installs, which may cost the library $1,300. The library is able to cover this expense in the building maintenance portion of the budget.

OLD BUSINESS

Night Music Insurance

Christine Trotz-Cosgrove recommended that the library purchase insurance to cover this event.

NEW BUSINESS

Annual Board Reorganization

A motion to reappoint county appointees Alan Metzler, Bill Lantzy, and Aletha Haselrig-Jones was made by John Skelley and seconded by Marlin Plymette with all in favor.

A motion to reappoint Christine Trotz-Cosgrove and John Skelley was made by Marlin Plymette and seconded by Bill Lantzy with all in favor.

A motion to approve the current slate of officers (President – Alan Metzler; Vice President – Bill Lantzy; Treasurer – Cara Ferrante; Secretary – Marlin Plymette) was made by John Skelley and seconded by Aletha Haslerig-Jones with all in favor.

Mission Statement

Ashley presented two options for the library’s updated mission statement. After some discussion, the board approved the following:

Cambria County Library connects our community with resources that educate, entertain, and empower.

Committees

The fundraising committee’s work has centered on the capital campaign committee. That subcommittee is in the planning stages.

The HR committee will receive a doodle from Ashley to set up a meeting and begin the process of transitioning to PTO.

The building committee will need to meet soon to discuss the sewer updates.

Ashley added that she’s also working to get bids to digitize some of the library’s microfilm. She received advice from Rob Forcey to “go big” when requesting money and to consider all needs for modernization when making a request.

A motion to adjourn the meeting was made at 5:20 pm by John Skelley and seconded by Marlin Plymette with all in favor.

The next meeting was scheduled for May 19, 2021 at 4 p.m.