**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**May 19, 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, May 19, 2021. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Bill Lantzy, John Skelley, Marlin Plymette, Cara Ferrante

Members Virtually Present: Alan Metzler, Don Layo, Aletha Haselrig-Jones

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro

Members Absent: Leanna Bird

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 Marlin Plymette with all in favor.

Treasurer’s Report:

The Treasurer’s Report was presented by Cara Ferrante. She noted that our revenue is slightly better than this time last year, and our expenses are down a bit compared to last year. Stephanie noted that we’re on track with everything, and that our contracted services line item may look high due to our guard services. There was a discussion of the guard services, and Ashley stated that she’d like to continue it through the end of the year, but would ultimately like to schedule the guard for evenings and Saturdays when there are fewer staff members in the building.

The treasurer’s report was filed for audit.

Staff Spotlight:

Maria Cuccaro, the new District Consultant, introduced herself to the board. She has experience in many different types of libraries, as well as a strong background in customer service, and most recently worked as the Circulation Coordinator for the Murrysville Community Library. Alan asked what made her accept the position in Johnstown, and Maria explained that she was ready for a new challenge.

Director’s Report:

*Library Services* *– Evening Hours* – Ashley explained that she intends to expand library hours back to the normal hours of 8 am to 8 pm Monday through Thursday, and 9 am to 4 pm on Fridays and Saturday. She would like to do so by the end of June, but there are a few factors that will impact that. She said she’d like eliminate the wellness checklist, and needs to hire a part-time person for information, in order to manage the expansion of hours. She noted that she’d received a lot of qualified applicants for that position.

*Annual Reports* – There are some concerns with the reports for Blairsville, Burrell Township, and Cresson, such as issues with the signature pages and other adjustments. Ashley remains interested in providing additional financial training for Cresson to make sure next year’s annual report process can be conducted more accurately.

*District Negotiations* – The annual meeting to discuss the District Negotiations was held, and was a bit more complicated than in past years. Ashley explained that there was a surplus of district funds in the current fiscal year due to the district consultant vacancy, and that she is requesting that the state allow us to carry this surplus over to the next fiscal year. We intend to use these funds as mini-grants for each library to use towards continuing education, technology, or programming, which are all in line with the district’s five-year plan.

*E-Rate* – The deadline for submission of the 471 was inadvertently missed. Ashley has submitted a waiver to request that the FCC accept the 471 despite the deadline, and has asked many legislators to send letters of support on the library’s behalf. Her understanding is that with Covid, the waiver has a 50/50 chance of being approved.

*IMLS Cares Allocation Plan* – These have continued to present a challenge. Ashley noted that they’re working on another round of updates and will submit to the state for approval.

 *Night Music Updates* – Ashley expressed that she was extremely proud of the library staff for excellent execution of this event. The evening went off without a hitch, and we profited about $8,000. Alan noted that he had been present for much of the evening and extended his appreciation to the staff for their successful efforts, particularly event chair Bryan Young.

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

*Distribution of Monies* – Alan explained that Ashley has been approached by a couple of the system members regarding the funding allocation of state aid money. He stated that he is open to discussion and exploration of changing this allocation, but noted that there needs to be board education first so that all aspects of the complicated issue are understood. He would like to achieve a fair and equitable distribution, and it will take baby steps to understand the full scope, but he would like to work on it over the next few months. Ashley noted that she is supportive of adjusting the allocations, but that it will not happen overnight.

*Local Dignitaries / Vision 2025* – Alan summed up recent activities that he and Ashley had undertaken in an effort to connect with the Cambria County Commissioners, John Dubnansky with City of Johnstown, and Mike Tedesco with Vision 2025. These meetings served as an opportunity to talk about library services, as well as to learn more about the potential of American Recovery Plan funds. As a result of these meetings, Ashley was invited to attend a two-day planning workshop with Vision 2025. Alan also attended this workshop, and they were able to network with other organizations. The library’s needs were discussed, and both Ashley and Alan are optimistic about the outcome of these efforts.

OLD BUSINESS

Board Vacancy

Christine Trotz-Cosgrove has resigned from her position on the board. The Governance Committee will meet to discuss potential candidates to fill the vacancy. The board agreed to prioritize candidates with legal backgrounds.

Update Pandemic Policies

1. Mask Policy – Ashley explained that our current mask policy requires all staff and patrons to wear a mask, even if they have medical conditions. The CDC guidelines have been changed and only unvaccinated individuals, and those between the ages of 2-12, are now required to wear masks. Alan noted that he feels we should follow CDC guidelines. John added that the state is significantly reducing their guidelines as well, and the current mask policy is not enforceable at this point. The board noted that we will continue to be responsive to changing guidelines and conditions, and will maintain enhanced sanitation measures.

A motion to support CDC guidelines and align masking requirements to state and federal guidelines as of June 1, 2021 was made by Bill Lantzy and seconded by Marlin Plymette with all in favor.

1. Wellness Checklist – Ashley explained that there had been an excessive amount of call offs since the implementation of the wellness checklist, and that the library could not maintain adequate staffing for expanded hours if the call offs continue. Alan stated that staff will have to use common sense about when to call off.

A motion to suspend the use of the wellness checklist for staff effective June 1, 2021 was made by John Skelley and seconded by Cara Ferrante with all in favor.

NEW BUSINESS

IMLS Paperwork

A motion to accept the LSTA Uniform Guideline Policies, including Cash Management Procedures and Uniform Administrative Requirements Attestation; LSTA Bid and Procurement Procedures; Conflict of Interest; Travel Policy Using Federal Funds; Compensation and Fringe Benefit Policy; and Indirect Cost Rate Development Procedures was made by Marlin Plymette and seconded by John Skelley with all in favor.

Committees

The fundraising committee’s work continues, with a focus remaining on the capital campaign and upcoming Keystone Grant application. Alan noted that he’s been very appreciative of Leanna’s efforts in this regard.

The HR committee met and discussed next steps for transitioning to a PTO policy. Ashley will draft the policy and present to the committee before it is advanced to the full board for approval.

The building committee continues to identify and prioritize projects, and Steve Sojak continues to have a difficult time obtaining quotes from contracts.

Alan added that this year marks the library’s 50th year anniversary in the current building, and that he felt the library staff should be recognized with some reward during the year to celebrate.

A motion to move into executive session for personnel matters was made at 5:13 pm by John Skelley and seconded by Marlin Plymette with all in favor.

A motion to exit executive session was made at 5:23 pm by John Skelley and seconded by Cara Ferrante with all in favor.

A motion to adjourn the meeting was made at 5:23 pm by John Skelley and seconded by Bill Lantzy with all in favor.

The next meeting was scheduled for June 16, 2021 at 4 p.m.