**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**June 16, 2021**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room with a conference call component on Wednesday, June 16, 2021. The meeting was called to order by President Alan Metzler at 4:02 pm.

Members Present: Alan Metzler, Bill Lantzy, Marlin Plymette, Cara Ferrante

Members Virtually Present: Leanna Bird, Aletha Haselrig-Jones

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro

Members Absent: John Skelley, Don Layo

Consent Agenda Reports:

The County Coordinator’s report and District Consultant’s report were presented as part of the consent agenda.

A motion to approve the consent agenda, including the minutes of May 19, 2021, was made by Marlin Plymette and seconded by Cara Ferrante with all in favor.

Treasurer’s Report:

The Treasurer’s Report was presented by Cara Ferrante. She noted that expenses were at 45%, which tracks with the previous year. Stephanie added that the lost and paid line item was up due to efforts by the Circulation Manager to recover missing items.

The treasurer’s report was filed for audit.

Director’s Report:

*Library Services* – Ashley noted that building traffic has been increasing, and that she intends to resume normal hours on July 6. The hours will be 8 am to 8 pm Monday through Thursday and 8 am to 4 pm on Friday and Saturday. She added that we’ve hired a new information clerk, Amanda Hooper, who will provide some of the evening coverage necessary to make this transition.

*Updates from Other Libraries* – Some of our libraries are operating as business as usual, and others are still enforcing mitigation measures. Northern Cambria has a new director in place. Windber Public Library has sent out their annual fund drive appeal. Hastings Public Library has hired a new director, but hasn’t yet moved into their new building. Marlin Plymette added that the Nanty Glo director will be retiring in the near future.

*Patron Complaint About System Library* – Ashley received a complaint from a patron who was upset about the mask policy in place at the Highland Community Library. Ashley discussed the policy with the patron and spoke with the Highland director about the complaint.

*Annual Reports* – Office of Commonwealth Libraries reviewed these reports extensively this year. Ashley noted that she received a number of questions about the reports, particularly regarding new questions related to the pandemic.

*District Negotiations* – Ashley submitted the relevant paperwork last week. There was a discussion about ways to use the carryover monies from the 2020 – 2021 fiscal year, and the district libraries opted to receive mini-grants in the amount of $1,300 each. These funds can be used for continuing education, technology, or programming. Ashley added that we will have to provide some type of documentation to the OCL to account for these expenses.

*IMLS Cares Allocation Plan* – All plans have been approved, and the next steps will be working towards reimbursement.

*City of Johnstown / Cambria County / Vision 2025 –* Ashley and Alan reported on their combined efforts to make the library a focal point for the city, the county, and Vision 2025. Alan noted that all groups recognize that the library can be a centerpiece of the region, and he is encouraged by the cooperation happening between these groups. Vision 2025 is working to help coordinate potential expenditures of the American Rescue Plan funds.

*L. Robert Kimball* – Ashley and Alan met with two representatives to talk about getting an artist rendering for exterior upgrades to the library. The board thanked Ashley for attending these meetings. While no funding is guaranteed, Ashley and Alan want to be sure that we are ready to move forward if and when funding becomes available. The HVAC and sewer work remain at the top of the list.

*Matt Ward* – He is a lobbyist working with Vision 2025. Ashley and Alan hope that he can assist with securing LSTA and IMLS grants for the library.

*Delivery Van Updates* – Ashley explained that the transmission is out of the van. In addition, there are other issues with the van, including rust and malfunctioning A/C. Ashley mentioned that AWD would be the most important feature to add, and explained that a different style of vehicle might be more beneficial. She’d like something with adequate cargo space, but that could also fit 4-5 people for travel. Leasing is not an attractive option due to the number of miles traveled annually.

A motion to give Ashley permission to spend up to $30,000 for a delivery vehicle was made by Bill Lantzy and seconded by Marlin Plymette with all in favor.

Ashley noted that we have also expanded our services to deliver books to a few nursing homes in our area. In addition, we are working on a pilot program with the Johnstown Area Housing Authority properties to provide books to their residents. We are working on a partnership with the Tribune Democrat to repurpose their old newspaper boxes into “free libraries.” Ashley would like to see library branding on these boxes, and materials about programs / services included in each book as a marketing outlet. Ashley would also like to expand this to a county outreach program in the future.

*Fall Staff Celebration* – This year marks 50 years in our current building, and we would like to celebrate our staff as part of our celebration efforts. Ashley plans to close the library for an in-service day on October 11 to include workshops, teambuilding, and a catered lunch for all staff.

*Drag Queen Bingo* – Ashley requested permission to research the logistics of holding a Drag Queen Bingo to benefit the library. It was been very successful for other organizations. She said it would take place off site. Leanna Bird noted that this is a good way to promote our values of diversity and inclusion. Proceeds from the event would benefit the capital campaign. The board asked Ashley to do more research.

OLD BUSINESS

Board Vacancy

The Governance Committee met with potential candidate Warren “Tripp” Crilly regarding the current board vacancy. Based on that discussion, Tripp’s legal experience, and his interest in serving, the committee recommended appointing Tripp.

A motion to appoint Warren “Tripp” Crilly to the board of directors was submitted by the Governance Committee and seconded by Marlin Plymette with all in favor.

NEW BUSINESS

Committees

The fundraising committee’s work continues, with a focus remaining on the capital campaign. The committee hopes to raise enough to serve as a match for the Keystone Grant to help fund necessary building repairs. We have applied for a grant with the Community Foundation for $50,000. The Keystone Grant application will be due sometime in October.

The HR committee is waiting on Ashley to draft their suggestions into a proposed paid time off policy.

The building committee continues to work on gathering estimates and ideas for the building, such as painting a mural on the front to look like book shelf.

A motion to move into executive session for legal matters was made at 5:04 pm by Bill Lantzy and seconded by Marlin Plymette with all in favor.

A motion to adjourn executive session was made at 5:12 pm by Marlin Plymette and seconded by Bill Lantzy with all in favor.

A motion to adjourn the meeting was made at 5:12 pm by Marlin Plymette and seconded by Bill Lantzy with all in favor.

The next meeting was scheduled for July 21, 2021 at 4 p.m.