**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**July 21, 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, July 21, 2021. The meeting was called to order by President Alan Metzler at 4:01 pm.

Members Present: Alan Metzler, Bill Lantzy, Marlin Plymette, Cara Ferrante, John Skelley, Tripp Crilly, Leanna Bird

Members Virtually Present: Aletha Haselrig-Jones

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro

Members Absent: Don Layo

Consent Agenda Reports:

Alan welcomed Warren “Tripp” Crilly to the board.

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 June 16, 2021, was made by John Skelley and seconded by Cara Ferrante with all in favor.

Treasurer’s Report:

The Treasurer’s Report was presented by Cara Ferrante. She noted that June is a pretty slow month. We are at 50% of the budget and are right on track for the year. John inquired about investments, and Cara said it was time to have a finance committee meeting to review investments.

Cara also briefly mentioned the 2020 audit and noted that there were no findings, and only a few minor things to clean up. She said the auditors want to see a more detailed allocation of expenses, for example. We will review in greater detail at our next meeting.

The treasurer’s report was filed for audit.

Director’s Report:

*Library Services* – Ashley explained that most libraries are slowly returning to their normal hours of operation. The Cambria County Library is now open 8 am to 8 pm Monday through Thursday and 9 am to 4 pm Friday and Saturday. The attendance has been increasing due in part to the summer programming.

*Updates from Other Libraries* – The district consultant compiled a list of each district library and their hours of services as well as mitigation measures currently in effect. There was brief discussion of masking policies, with Leanna Bird mentioning that she expects Pennsylvania to resume masking soon. Ashley also discussed Hastings Public Library, as they recently moved into their new building. An open house is scheduled for August 19, and Ashley intends to attend along with Maria Cuccaro and Barb Mitchell to represent the system and district. It was noted that the new building sign does not include the new library logo, or the correct library name.

*American Rescue Plan Funds* – Ashley continues to work to obtain some of this funding to benefit the library. Alan explained that he and Ashley have been in contact with the city and county commissioners as well as Vision 2025. We hope to be able to address some significant building issues, which are truly needed improvements and not luxury items. The building committee had met the day before to approve our current needs assessment, which outlines these critical needs. Alan added that the building is owned by the county, but that the library has maintained the building for 50 years. Ashley noted that Steve Sojak was a big help in obtaining estimates so far.

Alan explained that if we do receive any money, we will need assistance from engineers to put together bid packages, renderings, and more. He noted that we do have a bid from L. R. Kimball to do a full needs assessment and then create a master plan to address those needs. The board was in favor of contracting with L. R. Kimball to obtain these services.

*Delivery Vehicle Updates* – Based on action taken at the last meeting, Ashley opted to purchase a new Subaru Outback to replace the delivery van. The Subaru will be wrapped with the system logo and website, which will serve as a great marketing opportunity. Jim Miller, our delivery driver, has been using his personal vehicle and only doing deliveries two days a week. We are anxious to have the new vehicle and resume delivery service four days a week.

*Rotary Meeting* – Ashley noted that she had met with the President of the local Rotary Club, Michael Cashaw, to discuss library services and ways in which the rotary might be able to support the library.

*Open House August 19* – The Library will host an Open House on August 19 from 4 to 7 pm. This event will function as an official kick off for the Next Chapter Capital Campaign. Refreshments will be offered. This will serve as a good opportunity to demonstrate the necessary improvements, as well as highlight current programs and services.

*Director’s Self-Assessment* – Ashley noted that recent efforts to obtain American Rescue Plan funds have been extremely time-consuming, and diverted her from her projected list of priority projects for the year. She feels like she is far behind on a number of projects, such as the transition to a paid time off system for employees, as a direct result. Alan agreed that the American Rescue Plan fund efforts have been very time-consuming, but he feels that has been the best and most appropriate use of Ashley’s time given the nature of the opportunity. Leanna Bird noted that Ashley should only have to take the time to complete this self-assessment twice or even once a year.

*Cybersecurity –* Alan noted that the library’s network administrator, Joel Koss, had attended a recent board meeting and shared his assessment of the organization’s cybersecurity. Alan added that he is not satisfied with current measures given the high risk to organizations, and wants to explore options to increase security levels. He had reached out to CTC in hopes that we could obtain an assessment for free, but we could not. We have a meeting planned with Sam from Advanced Office Systems to consider some options.

OLD BUSINESS

Drag Queen Bingo

Ashley asked for permission to host a drag queen bingo fundraiser to help raise money for the capital campaign. She suggested that we call it Allegheny Drag All Stars Bingo to benefit the Cambria County Library. Alan mentioned concerns about bad publicity, and Bill Lantzy mentioned it would be ok as long as children weren’t involved. Discussion regarding liability and logistics took place. Leanna noted that this was a good opportunity to demonstrate our organizational commitment to inclusion and diversity. The board agreed to allow Ashley to set up the fundraising event.

NEW BUSINESS

Committees

The governance committee was successful in filling the vacancy by appointing Warren Crilly.

The fundraising committee continues work on the capital campaign. Leanna thanked the committee for their hard work. We were successful in obtaining a $50,000 grant award from the Community Foundation for the Alleghenies to help fund capital projects. Numerous fundraisers are also coming up, including a Pie Shoppe sale, 70’s Night dinner, and more. Leanna asked the board to financially support the library during these efforts.

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 finalizing the needs assessment.

The system committee will meet soon to discuss the system member agreement and funding allocation.

A motion to move into executive session for legal matters was made at 5:06 pm by Leanna Bird and seconded by Marlin Plymette with all in favor.

A motion to adjourn executive session was made at 5:17 pm by Leanne Bird and seconded by Marlin Plymette with all in favor.

A motion to adjourn the meeting was made at 5:17 pm by Leanna Bird and seconded by Marlin Plymette with all in favor.

The next meeting was scheduled for August 18, 2021 at 4 p.m.