**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**October 20, 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, October 20, 2021. The meeting was called to order by President Alan Metzler at 4:01 pm.

Members Present: Alan Metzler, Leanna Bird, John Skelley, Cara Ferrante

Members Virtually Present: Bill Lantzy, Marlin Plymette, Aletha Haselrig-Jones

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro

Members Absent: Tripp Crilly, Don Layo

Consent Agenda Reports:

Alan Metzler began the meeting by acknowledging that the library was celebrating 50 years in this building this month.

Alan asked Maria about the issues at the Indiana Free Library between the board of trustees and the library director. Maria explained that she and Ashley have offered to meet with the board president but are waiting to hear back from him. Bill Lantzy asked if there has recently been a change in board membership and Maria noted that the current treasurer and president are fairly new. Ashley added that the board is quite large and the number of members has proved challenging for the director to work with for many years.

A motion to approve the consent agenda, including the minutes of September 15, 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. Hot spot rental fees had increased from the previous year. The finance committee would like to meet with Cornerstone Investments to review our current portfolio.

The treasurer’s report was filed for audit.

Director’s Report:

*Library Services* – Ashley noted that the library is participating in the Trunk or Treat and Christmas House events in the park. She said that she would like to consider options for building a new Christmas House for next year as the current house is looking shabby. The library will also participate in the Halloween parade, and receives money from the Friends of the Library to help cover costs for these events. Ashley feels our participation helps demonstrate our commitment to the city.

*System Audits* – Maria and Barb’s reports addressed the audits that have been completed. Ashley plans to send letters outlining the findings and any commonalities to each library. Bill encouraged Ashley to send it directly the board president as well as the library director of each library. The auditors had recommended that Nanty Glo and South Fork begin using QuickBooks. Ashley noted that lack of appropriate separation of duties was a common occurrence, but was often unavoidable due to small staff sizes.

*Fundraising Updates* – Ashley noted that she and her staff have been working diligently on the Keystone Grant application and have gotten some help from the county grant writer. L. R. Kimball is working on a building assessment and cost estimate as required by the grant. Board members made a variety of suggestions for ways to help garner support for the grant, such as obtaining additional letters of support. Ashley also noted that things have been going well with fundraising for the Capital Campaign and that most donations are at the $50 level. Ashley asked if the board felt the library should proceed with their annual fund drive and both Alan and Leanna strongly recommended moving forward. Ashley added that Drag Queen Bingo tickets will be on sale soon.

*ARPA Funds* – Ashley and Alan are still working to meet with all necessary municipal contacts to keep the library in consideration for these funds. City of Johnstown officials remain supportive and it seems like that the Main Street streetscape project will happen, and include the library. Ashley and Alan would like to meet with Mike Gelles from the county next. It was also suggested to ask Mike Tedesco from Vision 2025 to speak at a future board meeting.

*Night Music 2022* – The 2021 event was held drive-through style due to COVID-19 concerns. After brief discussion, the board felt the library should move forward with the fundraiser as an in-person event for 2022.

*County Coordination Aid –* The plan for the use of these funds was submitted to the state. $3,000 of these funds were allocated to help cover the payments on the new delivery vehicle.

*Plans for Use of State Aid* – Ashley explained that each library must submit these plans, and that they will be due soon. She added that these are plans and actual expenses could vary from this plan as needed.

*Staff Training Day* – A staff training and employee recognition day was held on October 11. This event was very successful and received positive reviews from the staff. Ashley felt that it gave staff a chance to interact with individuals from other departments and would like to offer a similar event next year based on the overwhelming response.

*Staffing Updates* – Our new reference librarian is doing well so far. A circulation clerk has put in her resignation and that position will be posted soon.

OLD BUSINESS

None

NEW BUSINESS

PTO Policy

The Paid Time Office Policy had been reviewed by the HR Committee and was submitted to the board for approval.

A motion to approve the PTO policy as presented was made by John Skelley and seconded by Marlin Plymette with all in favor.

Committees

The governance committee, fundraising committee, finance committee, and HR committees had nothing additional to share.

The building committee discussed the visit from L. R. Kimball and noted that the architect pointed out the asbestos ceilings on the first and second floors of the building. The committee will review the full report once it is completed.

The system committee will continue work on the system member agreement and funding distribution now that Ashley has finished with the PTO Policy.

A motion to enter executive session for personnel matters was made at 5:00 pm by Alan Metzler and seconded by John Skelley with all in favor.

A motion to leave executive session was made by Alan Metzler and seconded by John Skelley with all in favor.

A motion to adjourn the meeting was made at 5:30 pm by John Skelley and seconded Marlin Plymette with all in favor.

The next meeting was scheduled for December 1, 2021 at 4 p.m.