**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**August 18, 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, August 18, 2021. The meeting was called to order by President Alan Metzler at 4:08 pm.

Members Present: Alan Metzler, Bill Lantzy, Marlin Plymette, Leanna Bird

Members Virtually Present: Don Layo

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro

Members Absent: Cara Ferrante, John Skelley, Tripp Crilly, Aletha Haselrig-Jones

Consent Agenda Reports:

The County Coordinator’s report and District Consultant’s report were presented as part of the consent agenda. Bill Lantzy asked questions related to the state of the Burrell Township Library building project. Maria Curccaro stated that the building project is currently on hold due to the high costs of lumber and other building materials. She added that the Lilly Washington Public Library’s new building is water tight and almost completed.

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

Treasurer’s Report:

The Treasurer’s Report was presented by Stephanie Young. She noted that internet costs were high in July, but added that the library received approximately $17,000 through E-Rate to help offset those expenses. Board members questioned the electric costs and Stephanie said that the bills have been significantly higher in recent months. Alan Metzler requested that Stephanie send him the last two months of bills to review.

A summary of finance committee efforts was reported. The committee recently went over the Community Foundation funds, and noted that the library has done quite well with investments in recent months. The committee also discussed audit findings and recommendations, which will be addressed by Cara Ferrante and Stephanie Young moving forward. Cara will present the full audit findings at the next board meeting. Alan Metzler also mentioned pay raises, and would like the library to consider ways to increase wages, particularly for part-time staff, without breaking the budget.

The treasurer’s report was filed for audit.

Director’s Report:

*Library Services* – Ashley explained that the library is now open 8 am to 8 pm Monday through Thursday and 9 am to 4 pm Friday and Saturday, which she considers our full hours. The current contracted security guard resigned to take another position, so Ashley is waiting to meet the replacement.

*Delivery Vehicle Updates* – The new delivery vehicle is in and Ashley plans to drive it to the Hastings Open House. It is much more fuel efficient than our old van and much more versatile.

*Staffing Updates* – Ashley noted that one of our full-time reference librarians had resigned, but that she had offered the position to Tyler Smith, formerly a branch manager with the New York Public Library. Ashley added that a part time employee has requested a leave of absence to attend to a medical issue. In order to cover those hours, Ashley is working to secure a temporary employee to work up to ninety days.

*Murtha Fellows Grant* – Reference and Teen Librarian Joyce Homan had applied for funding from the Murtha Fellows Grant to potentially fund programming for young adults in their 20s and 30s. This type of programming would encourage individuals to remain in the area after graduation by improving the overall quality of life in the region.

*Fundraising Updates* – The Library will host an Open House on August 19 from 4 to 7 pm. So far the capital campaign has raised $40,000 towards our goal of $70,000. Most of the donations have been made by private individuals rather than businesses. The Pie Shoppe fundraiser has gone well with over 544 pies ordered. The Mob Walk ticket sales have also gone well with one time slot already sold out. Ashley added that an event called That 70s Night was planned for September 24 at the Holiday Inn and would feature a buffet, open bar, and DJs spinning classic vinyl as the entertainment.

*Friends of the Library Treasurer* – The Friends of the Library treasurer will be stepping down from her role at the end of the year. She’s been an extremely valuable asset to both the FOL and the library, and is helping a lot towards the capital campaign. The FOL has requested that the library’s business manager take over the daily treasurer duties. However, Ashley felt that would represent a conflict of interests, but said she’d try to think of ways to assist the FOL in securing a treasurer moving forward.

OLD BUSINESS

Masking Vote

The board ratified their e-vote regarding masking. A motion to require masks for staff and to encourage masks for all public regardless of vaccination status beginning 8/11/21 was made by Alan Metzler and seconded by Leanna Bird. Aye votes were submitted by Marlin Plymette, John Skelly, and Warren Crilly. That motion passed.

Sewer Laterals

Alan explained that it has been very hard to get estimates for the upcoming sewer work. He explained that if the deadline to complete the work is missed, the library will receive a $25 monthly fine added to their water bill. He reported that some local nonprofits are opting to pay the monthly fine indefinitely rather than complete the costly sewer work, as the fine is more affordable in comparison.

NEW BUSINESS

Committees

The governance committee had nothing to report.

The fundraising committee’s work was covered previously under the Treasurer’s Report. Leanna commented on the excellent work that the staff has done for the capital campaign.

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

The building committee continues to work slowly at the many projects that need addressed, and is working with L.R. Kimball to obtain a building assessment. Alan noted that the library really hopes to receive some American Rescue Plan funds to use towards these critical building needs.

The system committee met to discuss the distribution of State Aid funding to system member libraries. Some libraries have requested a larger service area in hopes of receiving more State Aid funding. This is a very complex issue and will take continued research and discussion to ensure that these funds are distributed in an equitable manner.

A motion to adjourn the meeting was made at 4:47 pm by Bill Lantzy and seconded by Marlin Plymette with all in favor.

The next meeting was scheduled for September 15, 2021 at 4 p.m.