**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**September 15, 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, September 15, 2021. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Alan Metzler, Bill Lantzy, Leanna Bird, John Skelley, Tripp Crilly

Members Virtually Present: Don Layo, Cara Ferrante

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro, Steve Sojak

Members Absent: Marlin Plymette, Aletha Haselrig-Jones

Consent Agenda Reports:

Steve Sojak, Maintenance Supervisor, gave the board a brief update about the anticipate sewer upgrades and other building issues. Steve explained that he has approached multiple contractors but has had a hard time actually getting estimates. Hinkle Plumbing had provided the only estimate for $38,000, but it does not include the costs to repair the first floor restrooms after the sewer work is completed. The current mandate requires that the pressure test be completed by December 31, 2021, although there are provisions for an extension until March 2022. After that date, a penalty of $25 will be assessed to each monthly bill. Alan reported that some local nonprofits are opting to pay the fee rather than complete the sewer work because their organizations cannot withstand the costly expense of the project. Alan noted that we’ve been in contact with the county regarding their possible assistance, as the county owns the library building. They are currently working to gather bids for the work at the library in conjunction with other county-owned properties downtown in an effort to obtain the best price possible for the work.

Alan also noted that L.R. Kimball will complete a building assessment. Ashley has already dropped off building blueprints so that work can begin. Alan also asked that library staff contact the water authority to get an update regarding deadlines for the sewer work.

A motion to approve the consent agenda, including the minutes of August 18, 2021, was made by Bill Lantzy and seconded by John Skelley with all in favor.

Treasurer’s Report:

The Treasurer’s Report was presented by Cara Ferrante. She reviewed the monthly reports and said that there were no unusual line items. Stephanie explained that the capital campaign money is going into the capital account rather than the general account, and therefore none of that money is reflected in the standard treasurer’s report. Cara provided suggestions for how to include that funding in the treasurer’s report for better visibility. Ashley noted that we’ve received over $50,000 towards our $70,000 goal. Alan noted that our efforts go a long way to demonstrate our commitment to raising money for our needs beyond simply asking our municipalities to contribute. He added that a personal note on a funding ask can go a long way and encouraged board members to provide Ashley with suggestions from their personal networks.

Alan inquired about stock donations and said that he had a potential donor who would like to give the library stocks. Cara explained that it is easy to set up a brokerage account to manage the money.

Cara summarized recent activity by the finance committee and said that she is still working with Cornerstone regarding investments. She noted that she will look into retirement options for key library personnel. She also explained that the finance committee had reviewed the audit report in detail. There was an overall clean opinion, although notes were provided regarding the preparation of financial statements, year end accrual entries, and the functional expenses. Cara said she’d work with Stephanie at the end of the year to remedy the issue of functional expenses.

The treasurer’s report was filed for audit.

Director’s Report:

*Library Services* – Ashley noted that the library is generally back to business as usual and that fall storytime signups are coming up. Security guard services continue in the evenings and on Saturdays.

*System Audits* – We are receiving completed audits from most of our system member libraries. Ashley said that she will work on emailing the audit reports to each library’s board president to make sure they are aware of any findings or recommendations. Bill Lantzy recommended that these letters be sent directly to the board president. Ashley added that she’d send a copy of her letter to the library director as well.

*Staffing Updates* – The library’s newest Reference Librarian, Tyler Smith, will begin work on September 27. A new person will also begin work in the circulation department pending the receipt of clearances.

*Fundraising Updates* – The Pie Shoppe fundraiser netted $1,512 and was a big success. That 70’s Night event was postponed due in large part to covid-19 concerns. Drag Queen Bingo is currently scheduled for January 15 with a snow date of January 29 at Ace’s. The Keystone application is underway and Leanna offered her kudos to Ashley and the rest of the library team for their efforts in this area.

*Mask Concerns from Programming Staff* – Ashley reported that all staff are currently required to wear masks in the library. Patrons are strongly encouraged to wear masks, but that it is not being enforced due to a lack of supporting governmental mandates. Ashley said that her staff members who are involved in programming were concerned about the lack of enforcement particularly for program participants. There was discussion of the mask issue, and board members encouraged staff to offer individuals masks in order to increase compliance.

*American Rescue Plan Funds* – Ashley explained that she has been spending a lot of time communicating with local officials in an attempt to secure some of these funds for the library. Alan agreed that these efforts have been very time consuming but that he feels it is a critical use of time. The library continues to have a good relationship with the city, Vision 2025, and the county. John Skelley suggested that attendance at a city council meeting would be a good opportunity to advocate for the library.

*Security Gates* – The library currently has security gates that function as theft prevention devices as well as people counters. Ashley stated that the people counting function hasn’t been working properly, and that an accurate attendance figure is required for our annual report. Ashley told the board that replacement could exceed $20,000, and that she may request permission to make that replacement at an upcoming meeting.

*County Coordination Aid Planning & Upcoming ARP Funds* – Ashley noted that the County Coordinated Aid plans would be due in mid October. The system will also be receiving a large amount of ARP funds, but Ashley explained that there are currently no guidelines in place regarding allowable usage of that money.

*Staff Training Day* – Ashley explained that she is planning a staff training and employee recognition day for October 11. Alan recommended shutting down the library and making the event nice for employees. Ashley noted that she planned to have axe throwing offered as a reward for staff.

OLD BUSINESS

Bill Lantzy noted that the Festival of Books event would be held on the upcoming Saturday in Ebensburg.

NEW BUSINESS

Committees

The governance committee had nothing to report.

The fundraising committee’s work was covered previously under the Treasurer’s Report. Alan asked Ashley to include the Finance Committee on future agendas.

The HR committee is waiting on Ashley to complete her second draft of the PTO policy, which she hopes to present at the next meeting.

The building committee will add the security gate issue to their ongoing list.

The system committee will continue work on the system member agreement and funding distribution once Ashley has had a chance to complete the PTO policy.

A motion to adjourn the meeting was made at 5:07 pm by John Skelley and seconded by Leanna Bird with all in favor.

The next meeting was scheduled for October 20, 2021 at 4 p.m.