**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**January 19, 2022**

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, January 19, 2022. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Marlin Plymette, John Skelley, Bill Lantzy

Members Virtually Present: Alan Metzler, Leanna Bird, Tripp Crilly, Don Layo, Cara Ferrante

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro

Members Absent: Aletha Haselrig-Jones

Consent Agenda Reports:

Bill Lantzy asked if the Lilly-Washington library had moved into their new building and if they have scheduled an open house. Maria explained that the library is almost finished but she wasn’t sure about an open house. Bill also inquired about the issues at the Indiana Free Library. Maria explained that she still hopes they will go through professional mediation as there were multiple versions of the same events, and she felt mediation would help them reach a better resolution.

A motion to approve the consent agenda, including the minutes of December 1, 2021, was made by Marlin Plymette and seconded by John Skelley with all in favor.

Treasurer’s Report:

The Treasurer’s Report was presented by Cara Ferrante. She noted that the library had received $33,000 in December from the City of Johnstown, which was higher than the budgeted amount. The utility costs have also been higher. Cara added that we had 1.8 million in disbursements for the year with a net income, and that we did not have to pull any funds from the perpetual trust.

The treasurer’s report was filed for audit.

Chairman’s Report:

*Friends of the Library* – Alan stated the library is moving in a very positive direction and that he feels we need to continue working closely with the city, county, and Vision 2025 to remain in strong alignment on goals. We have the potential for a once in a lifetime opportunity to obtain funding through the American Rescue Plan Act and pursuing those monies should remain a top priority. Alan feels it’s appropriate for the board to help define a clear vision and direction for the library, and that we should all work together to decide what we want to be as a library. Alan wants to use this opportunity to do deliberate strategic planning and recommends considering what other successful libraries are doing as part of that process. He asked the board to allocate some time at the next board meeting to have a strategic planning discussion and he would like the full board to be in conceptual agreement on a direction for the library.

Leanna said that strategic planning is a great idea and added that this would be an ideal opportunity to incorporate community feedback, potentially through surveys and forums. She also suggested connecting with the Bayer Center for Nonprofits as it may be worth finding a consultant to assist. She also noted that there is a new city manager whom she knows well, and offered to facilitate a meeting to introduce him to Ashley. Alan said that we will try incorporate all items and prioritize as part of the process. He encouraged board members to share their feedback with him.

Director’s Report:

*Director’s Self-Evaluation and 2022 Priorities* – Ashley presented her self-evaluation documents to the board. She noted that she’s spent a lot of time on staff issues, but is proud to have finally implemented the new PTO policy. She has worked to offer training for department heads, which had been another goal. Alan thanked Ashley for her flexibility in responding to new challenges and opportunities as they develop. Bill asked Ashley to adjust her priorities list to focus a bit more on some system-level goals for the upcoming year.

*Library Services* – Ashley noted that Celebration Johnstown was a success and was very well attended. She added that our Youth Services Coordinator had approached her about offering pre-school story times virtually as opposed to in person. Ashley asked if the board wanted to vote on this type of decision moving forward, and it was agreed that type of concern was operational and did not require board approval.

*Fundraising Updates* – The annual fund drive has received $12,216. Ashley thanked the board for suggesting sending out the campaign despite the other “asks” that had already been made this year, as the effort proved very worthwhile. Drag Queen Bingo has been rescheduled for March 5. The Pie Shoppe Fundraiser will begin soon, with a pick-up date of February 25. Night Music is scheduled for April 29 and planning is underway.

*Networking – Bottleworks, Sen. Langerholc, Dubnansky* – Ashley and Alan met with the Bottleworks to build a relationship and seek their input regarding a potential mural or art installation for the library. Ashley and Bill met with Senator Langerholc to thank him for his ongoing support of the library and to share our current needs assessment with him. Ashley continues to be in regular contact with John Dubnansky regarding the city’s allocations of ARPA funds.

Partnerships: PITT All of Us and Veterans Affairs – Ashley has been working with folks from Pitt to promote the All of Us research program and to rent them space in the community room for testing events. Library staff is working to host a veterans’ breakfast event twice a month as a library program. Ashley also met with the new director of Veterans Affairs to discuss a potential grant opportunity that would allow the VA office to do information sessions for veterans at many of our system libraries.

*Lilly’s New Library* – They have moved into the new building, but are facing issues with an inadequate amount of shelving. They have been given a relatively small portion of a large building for the library, and are expected to supervise the other public areas of the facility. Ashley is hopeful that her use of the library code and support of the library director’s assessment will help convince the building manager to add additional shelving to support the full collection.

*Narcan Training* – Ashley noted that she is working to schedule an optional training on the administration of Narcan for library staff.

*Violence Prevention and De-escalation Training* – Ashley participated in a free training on this topic but was disappointed by the content.

*ARPA IMLS Funds* – Ashley is working on the application for these funds now, and hopes to be able to use the money to pay off the balance of the Outback loan. She explained that they’re having a hard time obtaining figures on the costs to refurbish the old newspaper boxes to create “library boxes” for in each library’s service area.

*Annual Report –* Ashley noted that there are a lot of changes to the programming component of this year’s report, and that she would be working to get an email sent out explaining those changes in the next couple of days.

*Staffing Updates* – Adam Sprankle, a former member of the circulation department, has been promoted to the Administrative Assistant role. Ashley praised his enthusiasm for the library and hopes to have him working in his new role full time by the end of February.

OLD BUSINESS

Alan suggested that Ashley verify the Narcan training with the insurance company before proceeding.

NEW BUSINESS

Committees

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

The finance committee plans to meet with Cornerstone to review our investments.

The building committee has reviewed L. Robert Kimball’s draft of the building assessment and will be addressing the various building issues. Priorities are safety, code requirements, and the HVAC replacement. Ashley is working with the architect on sketches of potential building changes that will improve the overall functionality of the building.

The system committee should expect a meeting soon to work on the System agreement.

A motion to adjourn the meeting was made at 5:09 pm by John Skelley and seconded by Marlin Plymette with all in favor.

The next meeting was scheduled for February 16, 2022 at 4 p.m.