**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**December 1, 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, 00, 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, Bill Lantzy

Members Virtually Present: Tripp Crilly, Marlin Plymette, Don Layo

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro

Members Absent: Aletha Haselrig-Jones

Consent Agenda Reports:

Bill Laznty asked about the issues at the Indiana Free Library between the board of trustees and the library director. Maria explained that she and Ashley are prepared to meet with the board president, but are waiting on him to schedule the meeting. She added that the vice president is stepping down and she thinks that may help alleviate some of the conflict. The issue does not appear to be impacting library service.

Marlin Plymette noted that the Nanty Glo Public Library has hired a new library director. She currently works at the Highland Community Library. They are still looking to hire an assistant.

A motion to approve the consent agenda, including the minutes of October 20, 2021, was made by Cara Ferrante and seconded by Bill Lantzy with all in favor.

Treasurer’s Report:

The Treasurer’s Report was presented by Cara Ferrante. She noted that receipts and disbursements were on track for the year. The finance committee had met to discuss the budget, but would like to meet with Cornerstone Investments to review our current portfolio.

The treasurer’s report was filed for audit.

Chairman’s Report:

*Friends of the Library* – Alan noted the attended the annual meeting of the Friends of the Library group. Nicole Lenz serves as the library liaison with the FOL and appears to have a good working relationship with them. There were 27 attendees at the meeting. The FOL are looking forward to the return of Night Music. Alan asked the board members to think about ways we can help the FOL add more people to their group.

*Keystone Grant Follow up* – Alan explained that he and Ashley met with the county commissioners to keep in from of them for consideration for ARPA funds. The commissioners have hired a consultant to determine acceptable uses for those funds. They suggested that there could be a loosening of criteria. The library’s HVAC estimates increased significantly and Alan had wanted to make sure the commissioners considered those expenses. He also met with Representative Rigby to solicit support of the grant application.

*CareerLink Lease* – Alan noted that the lease is actually up and needs to be redone. He wants to understand current rental rates in Johnstown and try to increase the amount they currently pay.

*Matt Ward* – Alan believes this federal lobbyist could help the library obtain funding and wants to keep him on our radar.

Director’s Report:

*Library Services* – Ashley noted that Celebration Johnstown would be happening this year and that the library serves as the children’s location for that event. She also noted that the library does have a Christmas house in the park and the staff has done a great job refurbishing it, but the structure itself is beginning to show its age. The library also decorates a scarecrow for the fall in the park, and this year won third place. These activities are important to Ashley because she feels they help demonstrate the library’s commitment to downtown.

*System Audits* – All of the county and district audits have been submitted. Ashley will work on the letters that will be sent to the board presidents and library directors outlining the findings. She hopes to get those out in January.

*Fundraising Updates* – The Capital Campaign surpassed our goal of $70,000 and is currently at $77,691.05. We raised $1512.46 from the Pie Shoppe Fund raiser and the Mob Walk raised $1,133.20. The income shown under that 70s Night is from those who purchased a ticket, but did not want a refund. Ashley explained that she wants to keep the capital campaign as part of our ongoing fundraising but the primary drive is over since deadline for the Keystone Grant has passed. Alan suggested that the library send out a press release or a letter to the editor thanking patrons for donating to the library. The library could also put up a banner outside the library to highlighting the campaign and celebrate our positive momentum.

The annual fund drive has gone out. Ashley explained that she used a targeted mailing list with all who have given to the library in the last five years and a blast of zip code 15906. The library is working on building a new targeted mailing list that will include all who have given, and will cycle through the zip codes served by the library. The list does not currently include businesses as they are targeted instead for Night Music. The board would like businesses included in the mailing list.

Alan suggested that the library cultivate a relation with the Hanging Gardens as they are required to give back a portion of their proceeds to the community. They are also bringing new people to the area, and their spouses are looking for places to connect with the area.

Ashley noted that 31 tickets have sold for Drag Queen Bingo. She would like to sell 500, but is expecting to sell 300. Ashley is going to send the flyer to the board, the Chamber of Commerce, the system libraries, EPIC, and Bottle Works. The board also suggested staging a media blitz.

There will be another Pie Shoppe sale on February 25.

*ARPA IMLS Funds* – Ashley explained that the Cambria County Library System is eligible for $62,408 in the funds, but that the money must be used on a project that would be expended by the system headquarters on behalf of the system members. There are a number of restrictions on how the money can be spent. Ashley hopes to use funds to pay off the balance of the system’s delivery vehicle, and to set up mini “free libraries” throughout the county. There is a system meeting planned for December 7 to discuss options and solicit feedback from system members. The Somerset County Federated Library System will apply on behalf of their system, and the independent libraries in the district will have to apply for their allocations separately.

*Portage Visit* – Ashley met with some members of the Portage Public Library board as well as their director to discuss the current state aid funding formula. That library is interested in potentially increasing their service area in order to qualify for an increased amount of state aid funding. Ashley explained that while that might increase their funding, it would require a reduction from another library’s funding. Changing a library’s service area is not an easy proposition, but the system board will look at some options moving forward.

*Staffing Updates –* There is currently a vacancy on the third floor at the information as one of their clerks has asked to take the open position in the children’s department.

*Book Challenge Policy* – Ashley said that there has been an increase in book challenges across the country and that she would like to update our Book Challenge Policy as a result. We do have a collection development policy, but she hasn’t been able to find a form for a request for reconsideration.

*Holiday Party for Staff* – The staff holiday party is scheduled for Dec. 17 on the Mission Inn side of Balance restaurant. It will be at 4:15 pm after the library has closed.

*Mini-grants* – Ashley explained that the deadline for the $425 mini-grant for service for special groups has passed, and four libraries did not spend their money. Those libraries were the Cresson Public Library, Gallitzin Public Library, Hastings Public Library, and Highland Community Library. Ashley would like to apply the remaining money to the balance of the vehicle loan.

OLD BUSINESS

1. The board ratified an e-vote. A motion to approve the State Aid Plan application and two waiver requests, as well as submission of the plan to Office of Commonwealth Libraries, had bee made by Leanna Bird and seconded by Marlin Plymette with Bill Lantzy, John Skelly, Alan Metzler, Tripp Crilly, and Cara Ferrante in favor.
2. The board ratified an e-vote. A motion to help fulfill the $331,000 match for the Keystone Grant through use of the perpetual trust and line of credit as needed was made by Alan Metzler and seconded by Bill Lantzy with Marlin Plymette, Leanna Bird, John Skelley, Don Layo, Tripp Crilly, and Cara Ferrante in favor.

NEW BUSINESS

Approval of 2022 BOD Meeting Dates

There were no concerns with the meeting dates as presented, which are generally the third Wednesday of the month at 4 pm.

Approval of 2022 Budget

Salaries and wages saw the biggest increase in the budget. This will allow for a 6% cost of living adjustment as merited by the annual performance evaluation process. In order to balance the budget, more funds will need to be withdrawn from the perpetual trust interest than is typical. Board members also discussed that increasing the rental fees and expanding fundraising could also help offset the deficit.

Health insurance has increased by 13%. The board would like to fund each person’s Health Savings Account with $250 initially, and consider adding more later in the year if the budget allows. Many options for health insurance were considered, but maintaining a high-quality plan was identified as a priority.

Minimum wage was discussed, and Ashley shared a suggested plan from the Pennsylvania Library Association to help get all staff to $10 an hour.

A motion to approve the 2022 budget as presented was made by John Skelley and seconded by Marlin Plymette with all in favor.

Committees

The governance committee and HR committees had nothing additional to share. The finance committee is working on the IRA and retirement plan options.

The building committee will be receiving L. Robert Kimball’s draft of the building assessment from Ashley soon.

The system committee will convene in 2022 to resume work on the system member agreement and funding formula.

A motion to enter executive session for personnel matters was made at 4:58 pm by Bill Lantzy and seconded by Cara Ferrante with all in favor.

A motion to leave executive session was made at 5:03 pm by Alan Metzler and seconded by John Skelley with all in favor.

A motion to adjust the director’s salary based on performance was made by John Skelley and seconded by Bill Lantzy with all in favor.

A motion to adjourn the meeting was made at 5:05 pm by John Skelley and seconded by Bill Lantzy with all in favor.

The next meeting was scheduled for January 19, 2022 at 4 p.m.