**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**February 16, 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, February 16, 2022. The meeting was called to order by President Alan Metzler at 4:04 pm.

Members Present: Alan Metzler, Cara Ferrante, Bill Lantzy, Tripp Crilly

Members Virtually Present: Leanna Bird, Don Layo, John Skelley

Others: Ashley Flynn, Stephanie Young, Maria Cuccaro, Adam Sprankle

Members Absent: Aletha Haselrig-Jones, Marlin Plymette

Consent Agenda Reports:

Maria provided information about Niche Academy, which is a training platform provided by Office of Commonwealth Libraries for directors, staff, and trustees. Continuing Education courses on relevant courses are provided at no cost. Maria’s PowerPoint showed how to create an account and use Niche Academy.

A motion to approve the consent agenda, including the minutes of January 19, 2022, was made by Bill Lantzy and seconded by Tripp Crilly with all in favor.

Treasurer’s Report:

The report was presented by Cara Ferrante. She noted that January was a slow month and the State Aid payment didn’t arrive until February. The only significant disbursement was for insurance. Alan also asked about the $700 from the Friends of the Library, which is money used for the Book Store Manager’s pay. The Friends provide the funds for the wages, but the library handles the payroll.

The treasurer’s report was filed for audit.

Staff Spotlight:

Adam Sprankle, the library’s new Administrative Assistant, spoke about his work history and his passion for the library. He began with the library two years ago and was originally hired for information, but Ashley had opted to put him in circulation instead. He has worked in almost every library department before being promoted to his current role. He has a law degree, has been a hair stylist for 25 years, was the director of a beauty school, and has worked in property management. Alan asked if he had any suggestions for overall improvement of the organization. Adam noted that community outreach in general and to the LGBTQ community in particular could be developed and enhanced. He also noted that recently patrons have needed more help from the literacy council with ESL assistance.

Library Trend:

Ashley discussed a recent viral image of a computer carrel with an attached wooden playpen that is being lauded for catering to parents and caregivers. Ashley explained that the image is a smaller version of what she’d like to do with her proposed parent/child workstations for the third floor. Alan mentioned that this a good example of what other libraries are doing and said this kind of information could help inform strategic planning for the library.

Director’s Report:

*Library Services* – Ashley noted that she’s seeing an increase in people visiting the library and the parking lot has been a lot fuller. Crafty Tuesdays in the Children’s Department have become very popular. She added that CareerLink is at about half of their normal traffic and that they’ve rearranged their office areas and classroom space. Alan asked about the masking policy for staff and Ashley stated that the board had agreed to reconsider the requirement once Cambria County was in the “orange” level of transmission for two consecutive weeks. Ashley and Adam agreed that there hadn’t been much pushback from the staff on masking and that some may even be uncomfortable if the requirement were removed.

*Fundraising Updates* – Ashley noted that we sold fewer pies than in our previous sale but had increased the price per pie, so we are making about the same amount. This is a fairly easy fundraiser to run, although tallying up the sales is very time consuming. Drag Queen Bingo is scheduled for March 5 and the library has sold 222 tickets to date. The venue could hold 500 guests, but Ashley would consider a sellout around 450 tickets and would be pleased to sell 300-400. Others who have done similar events said that most of their tickets sold in the final two weeks before the event. Staff is also working on preparations for Night Music, and Ashley is concerned about the increased food costs. The former caterer has downsized so the committee is working to select another that can handle an event of this size. Ticket prices were increased to account for the food cost increases. This year’s event is scheduled for April 29, which does conflict with the Business Hall of Fame. Ashley said they’ve also been hard at work on grant submissions, and submitted a grant to the Community Foundation for the Alleghenies for exterior lighting. She scaled the lighting quote back to include only the security lighting, as the decorative downlighting pushed the total well over the grant threshold.

*Networking – Veterans Affairs, City Manager, Commissioners*  – Ashley met with the new director of Veterans’ Affairs for the county, who wants to work with the libraries in the county to host information sessions for veterans. Ashley and Alan met with Ethan Imhoff, the new City Manager, to discuss the library and our future plans. They also met with the County Commissioners and the city’s Director of Economic Development to discuss their disbursement of ARP funds. Additionally, Alan and Ashley will be meeting with Frank Burns, state representative.

*ARPA IMLS Funds* – Ashley stated that the applications have been submitted and we’re waiting to hear back from Office of Commonwealth Libraries.

*Annual Report –* There were a lot of changes to the report format this year, particularly related to counting programming. Ashley anticipates that it will be time-consuming for the directors to complete the report this year, and that our staff is working to make sure they have the support they need. Barb and Maria are holding a Deep Dive training on Thursday.

*Collection Development Policy* – Ashley received feedback from the staff about this policy and is working on a revised version for board approval. She wants the new policy to include a clearly outlined, formal procedure for responding to a book challenge.

*Staffing Updates* – Ashley explained that though Adam has begun to work as the administrative assistant, he has still been needed to fill in at circulation while we work on hiring his replacement. Lisa and Ryan are new at circ and doing well, and Ashley was waiting on clearances for one more new hire before onboarding her. There has also been a new hire for the information desk. The book store manager position will be opening as the current manager is moving out of state. Ashley said she would assist the Friends with the hiring process for that position.

OLD BUSINESS

None

NEW BUSINESS

1. System Member Agreement Approval

Many of the changes simply bring the agreement up to date with the services the system is currently providing. Section III, item 4 was added to ensure all libraries comply with system policies so that patrons can receive uniform services at all locations. Language was also added for libraries to provide services and programming for all ages; to require director certification with two years of hire date; and to encourage rather than require board members to receive continuing education. The agreement also asks the directors to submit their meeting minutes. Language regarding holiday closures was adjusted to provide the member libraries with more flexibility.

A motion to approve the system member agreement as presented was made by Bill Lantzy and seconded by Tripp Crilly with all in favor.

1. Committees

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

The finance committee has arranged for Cornerstone to attend the 3/16 meeting to discuss investments.

The building committee has reviewed L. Robert Kimball’s building assessment and will work on prioritizing the expensive list of desired updates.

The system committee completed the system agreement, which Ashley will distribute to the member libraries for endorsement.

1. Night Music Resolution

A motion to approval a resolution whereas, it is the desire of the Cambria County Library to be granted a Special Occasion Permit for the “Night Music” event on April 29, 2022 for the purpose of fundraising, therefore, be it resolved that an application for said license to expire on April 30, 2022 be filed with the Pennsylvania Liquor Control Board, and that Ashley Flynn be authorized to execute the necessary application and bond and any other papers required by the Pennsylvania Liquor Control Board, was made by Bill Lantzy and seconded by Cara Ferrante with all in favor.

In other new business, Ashley noted that an unemployment hearing compensation hearing is scheduled.

Chairman’s Report:

Alan asked the board to discuss strategic planning conceptually; what people are worried about and what they think priorities should be. Alan really likes our mission statement, and doesn’t think we need a vision statement. We should rely on the library staff’s expertise, but the board should lead the project. What do we want the library to look like in an ideal world?   
John said we should think about the purpose of the library, what do we want the library to become. From there you can make goals and objectives that connect the short- and long-term goals. We should be working at a higher level, since the library is considered an asset by the city.   
Alan shared some thoughts on what we could do in a perfect world including:

* Increased quantity and quality in programming
* Increase staff retention/compensation
* Improve facilities, what does the community need?
* Technology
* Digitizing the microfilm
* Online accessibility
* New ideas
  + Vending machines in the community
  + Community lending
  + Improving consistency across the county
  + Partnering with the 1889 project
  + More partnerships

Alan then opened the floor to the board members for their input. Tripp suggested having programs that focus on community violence, maybe an event like Coffee with a Cop. They could also have events with someone from the DA’s office on domestic violence. Speakers on topics related to crime, and violence among children and teens could have a positive impact on the community.   
  
John wants more time to think about this and the board’s new role, as he always thought his role was to support the library, not strategic planning. He also thinks the board should have a specific meeting about a strategic plan.   
  
Alan noted that there can be a tendency to expand too quickly, which we should avoid. He also suggested that the board/library could reach out for outside assistance.   
  
Leanna wants the plan to be community driven, not just patrons, but those who don’t use the library yet.   
  
The board also spoke about lobbying state politicians to increase state aid funding to all libraries in PA, since everything mentioned so far comes back to funding. Since the state budget was cut by 50% it has not increased to pervious levels yet. The increase that is being discussed now is not for every library, only district library centers who have not been receiving at least $200,000. Alan has reached out to Langerholc about increasing funding to public libraries.   
  
Cara agrees with the list, and that the library should be somewhere people want to be. She also agreed that the library should get feedback from the community. The library should also work on improving partnerships within the community.  
  
Lastly the board mentioned bringing in Bayer Consulting from RMU, Alan has already reached out to them, but is waiting to hear back.

A motion to adjourn the meeting was made at 5:30 pm by Cara Ferrante and seconded by Tripp Crilly with all in favor.

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