**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**MAY 18, 2022**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, May 18, 2022. The meeting was called to order by President Alan Metzler at 3:57 pm.

Members Present: Tripp Crilly, Cara Ferrante, Sylvia King, Bill Lantzy, Alan Metzler, Marlin Plymette and John Skelley

Others: Ashley Flynn, Stephanie Young, Barb Mitchell

Call to Order:

President Alan Metzler introduced newest board member Sylvia King and requested brief introductions for the full board. Sylvia introduced herself and stated that she was very glad to be on board and that she would do her best to help our board. Sylvia’s experience includes 27 years with the AmeriServ, appointment on City Council, and service as a pastor of a Christ centered church. Sylvia seemed very familiar with the library and its services. Sylvia felt very strongly that there is an opportunity for increased engagement with the City Council and the library.

Consent Agenda:

Bill Lantzy asked about the status of the service agreement between all of the system libraries. Ashley stated that Highland has yet to sign the agreement and that they needed board approval to sign it. Alan felt that Ashley Flynn should continue to push to make sure that the service agreement would be signed in a timely manner.

A motion to approve the consent agenda, including the minutes of April 20, 2022, was made by John Skelley and seconded by Cara Ferrante with all in favor.

Treasurer’s Report:

The report was presented by Cara Ferrante. All revenues and expenditures were generally as expected. There were $15,000 in receipts for the month of April. Cara mentioned that we had received $500 from the borough of Westmont. There was a negative entry in the bingo account for payments to Ace’s for catering for the drag queen bingo event. Cara informed us that we were at 40% of our expenses for the month of April. Cara stated that there were large unrealized losses in the CFA accounts for April. Alan said the we were in it for the long haul and need to stay the course. Alan would like to set up a meeting with Cornerstone for any updates and advice on our investment portfolio. The 2020 audit for the library has begun. Cars has cleaned up some of the closing entries. Lists of items needed for the county libraries have been sent out. The rent for Career link will increase and the new lease will begin on their fiscal year for audit.

The treasurer’s report was filed for audit.

Chairman’s Report:

Alan reinforced the need of partnerships, specifically with city and county officials and lobbyists. Ashley and Alan met with Mark Pasquerilla and Lou Crocco, they recommended that Alan and Ashley attend Greater Regional Partnership on May 20, 2022 meeting. Alan is planning to meet with Ethan Imhoff tomorrow to get an update. Alan is planning on meeting with the Cambria County Commissioners with the finalized building report. He feels that in order to move forward we must develop and build partnerships. Alan said that Tercek is giving us updated pricing and should provide a firm price next week. Alan really felt that Ashley and Barb have done a great job on grants and publicity and that when we are approaching these organizations for funding and partnerships, we are demonstrating that we are doing our part to grant and fund write.

Director’s Report:

*Library Services* – June is the kick off for summer quest. The official kick off is June 13. The National Aquarium will be doing a virtual program and access will be available to all of the county libraries. All services are well on track.

*Night Music* – As we have received an anonymous $1000 donation, it has helped boost our profit. As of now, we have a net profit of around $6300. This is far below the amount budgeted for this event. The library will have to decide if we want to move forward with Night Music for next year or if we would like to go in a different direction.

*Keystone Grant Award* – The library has been awarded the Keystone grant for HVAC replacement for $364,100. CJL Engineering is working on the bid specifications for the HVAC project. Building maintenance and improvements were also discussed at this time. The Community Foundation gave $50,000 for the replacement of carpet and the repointing of the exterior bricks. We have Danchanko lined up for the brick repointing and Steve is working on collecting bids for the carpet. There is strong confidence that the county is going to pay for the sewer work. The Community Foundation has also awarded the library $23,000 for exterior lighting upgrades and improvements and Tercek Electric is scheduled to provide a bid for this work.

*Digital Literacy Grant Award* - The library has been awarded a grant for Digital Literacy for $45,000. We will work in partnership with CareerLink to offer introductory computer classes throughout the county. We are looking into hiring a consultant to instruct the classes.

*Security Grant* – The $25,000 for this grant has been awarded tentatively. The work for this has become much more involved. A full grant application will need to be completed through eGrants. Alan commended Ashely and Barb on a great job of applying for and receiving all of the available grants. This would help with fundraising if we get the word out there.

*ARP-IMLS Funds* – This grant has three parts, Covid Mitigation, Technology, and Outreach. Part of this grant will pay off the Outback. Vo-Tech is working on the boxes for the system libraries for book and other material donations.

*District Negotiations –* The surplus funds from 2021 are being spent through the district libraries. Most have spent their funds. Unfortunately, at this time the state has yet to finalize their required method of reporting spending.

*Including You Training* – Ashley expressed her disappointment with this training.

*Greater Johnstown Regional Partnership Meeting* – Ashley had originally intended to have Leanna Bird to talk about the library as a library user, but Leanna had a scheduling conflict. Rather than have live testimony, Ashley will present a slideshow presentation featuring a variety of written testimonials from users.

*Networking: Hanging Gardens* – Ashley and Alan met with a representative from the Hanging Gardens and discussed opportunities for the library to support their staff, as many of their employees are new to the area.

*Lilly Washington’s Grand Opening –* The library’s grand opening is on Friday, May 20. Maria Cuccaro and Jim Miller will be attending the event.

*Portage Public Library* – The library is losing members at an alarming rate. Alan had a number of thoughts on this matter. Alan feels as though as a system board; this situation presents many challenges. Not being a government entity, yet having some financial commitment and members being elected, Alan struggles with on what level of authority is appropriate to exercise. Bill Lantzy feels as though there are 2 distinct factions on the board. Alan feels as though we should go easy on the board and suggests having exit interview with exiting board members to discern what could be contributing to the exodus of board members. Ashley will recommend exit interviews to the director and board.

*Staffing updates* – The new book store manager started yesterday. Ashley will be on a week vacation next week, but will be available if necessary.

OLD BUSINESS

1. Fine Forgiveness: Ashley shared feedback from Mary Miller at Ebensburg, who was opposed to fine forgiveness financially and morally. Ashley explained that proponents of fine forgiveness feel as though fines create barriers in many instances. Patrons will often stop utilizing the library when fine accrual has reached a limit they cannot afford. Marlin had this discussion with his board and says that he would like to hear more from the system in regard to this. Marlin said that Nanty Glo receives approximately $800 annually in fines. Ashley contributed that fines are less than 1% of our budget. Sylvia King requested auto renewal and it was agreed that this would alleviate fine amounts. Alan suggests that a spreadsheet on this issue would be helpful but was firm in the fact that this must be a system decision and that it cannot be up to the individual libraries.

1. Drag Queen Bingo: Our bingo license is good for a year. Ashley asked the board if it would approve another bingo event before our license expires. It seems that BYOB is popular for this event. We would like to have it in the downtown area and are looking for a venue. The were some protests over the last bingo, however it was very small. Ticket prices could be raised and Ashley feels that we could make more profit if some small changes are made to the event.

NEW BUSINESS

1. Teen Reading Lounge: Joyce Homan, our Young Adult Coordinator, would like to take the Teens to Pittsburgh to see the Van Gogh Exhibit event. This would take place in June. We are proposing renting a charter bus to transport the Teens. The extra liability insurance would be $175, which would be paid through the grant. John Skelly said it would be great thing for the Teens to see.
2. Committees:
3. Governance Committee: Conflict of Interest; meeting attendance; reorganization; vacancies. We are waiting to meet to take suggestions for new board members.
4. Finance Committee: update on Cornerstone; insurance review; procurement policy. The finance committee will meet in June. They will look into the insurance, the procurement policy and set up a meeting with Cornerstone regarding the investments.
5. HR Committee: No new items at this time.
6. Building Committee: Begin work on Keystone; sewer work updates; café. The county is getting bids for the sewer project. The library expects that the County will pay for this work.
7. System-continue work on fine forgiveness
8. Other New Business?

A motion was made by John Skelly at 5:10 pm to adjourn. This was seconded by Marlin Plymette. The meeting adjourned.

The next meeting was scheduled for June 15, 2022 at 4 p.m.