**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**October 19, 2022**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, October 19, 2022. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Alan Metzler, Cara Ferrante, Bill Lantzy, John Skelley, Kevin Persio, Sylvia King, Yamila Audiso, Marlin Plymette

Members Absent: Warren “Tripp” Crilly

Others: Ashley Flynn, Stephanie Young and Adam Sprankle

Call to Order:

The meeting was called to order by Alan Metzler at 4:00 PM.

Consent Agenda:

Bill Lantzy questioned if the director had been an ongoing problem with the South Fork Public Library. John Skelley asked who would be choosing the replacement director. Ashley said that there would be a decision made by the South Fork Public Library board of directors. She mentioned that the board was an older board and that a lot of members did not use email. Many of them are related to each other.

Blairsville Public Library has hired their old director. It seems to be moving in the right direction. Questions about the Portage Public Library board of directors were brought up. Ashley said they now have 6 board members with 7 needed for a full board. This is moving in the right direction. Alan Metzler pointed out that the local government officials in Portage were not aware of the board situation prior to the system’s informational letter.

The subject of the open hours standard was discussed. Ashley said that as of now, all the directors are aware of the 45 hours open standard being newly enforced. The system library directors would like Ashley to be available to answer questions from their boards and explain the new policy. The directors are not comfortable explaining the history of this standard. Alan wants to be sure that we understand all options available to us regarding the new requirement as well as potential penalties. There is a system committee meeting a week from today.

Ashley said that the Blairsville Director will not be completing any of the course work for the director certification. This is not a waivable standard. Blairsville sent a request for an extension and a letter explaining the situation. The state library approved a request for an extension, but did not acknowledge the letter.

Alan offered opportunity for questions. None were raised.

A motion to approve the consent agenda including the minutes of September 21, 2022 was made by Kevin Persio and seconded by John Skelley with all in favor.

Treasurer’s Report:

The treasurer’s report was given by Cara Ferrante. Cara pointed out disbursements of $137K. She said that the large item in the furniture and equipment maintenance was due to a one time per year payment on the maintenance on the security gates.

Alan mentioned the possibility of moving some operating monies into a cd or some other vehicle. This will need to be looked at, so as to not tie up the funds as they need to be liquid with all of the renovations going on. Alan asked if we needed to use the bank that we currently do and are they supportive of us in fundraising etc. Alan recommends that the Finance Committee considers this. Cara pointed out the August CFA is up for this quarter. Things to do include look at the Cornerstone stocks to cash ratio.

The Treasurer’s Report was filed for Audit.

Chairman’s Report:

Employer Retention Credits: Alan said that we had a phone call with Synergi, a company that works with Employer Retention Credits. We had a good phone call and learned a lot. We may qualify for up to $26k per full time employee per year. They have a pretty aggressive review process and Synergi charges 15% of the credits that the library would get back. If the IRS turns it down, they would return the fee. They would also be responsible to help with any audit of this process for a 3-year period. Barnes Saly initially said that we did not qualify based on discussion of the PPP loan. This would come back to amend the 941. Ashley said that this is not just about lost revenue. It also has to do with closing due to any governmental orders. The period covered is 3/1/20 thru 9/30/21. Alan felt that the first conversation with Synergi was optimistic and since we have “dipped our toe” in the water and that we should watch our time to submit.

Procurement Policy: This has not been reviewed for a while. We are looking at maybe doing a policy for $10,000/$5000. Director would need Board approval for anything over $10k and Board notification for anything over $5K. John Skelley asked if this was addressed in the by-laws. But it is not. There is also to be a 3 bid minimum for certain dollar amount projects. The finance committee will look at this policy and make some suggestions on this policy. We will need to send the agreement to Cara and Kevin.

Architects Proposal: The library would like to have an architect draw up the renovations planned for the third floor. This will make it easier to receive bids on this project along with obtaining the permits from the City. CJL has come to give pricing, but we need to look at a few more companies. Once we have a proposal, board approval can be made through email.

Director’s Report:

Library Services: It has been a busy couple of weeks for programming with more coming up. Trunk or treat will be happening later this month. High School outreach will also be occurring later this month. Storytime sessions have also begun.

Grants: For the Keystone, CJL put out the Eber HVAC award letter. For the Community Foundation, we anticipate that carpet will be here in early November. For Digital Literacy, Ryan is out at the system libraries. We are seeing the programs being well received. Ryan is very efficient at scheduling. For the security grant, the new security system is up and running. Once the user agreements have all been signed, employees will have web access. For the lighting grant, Tercek’s have installed 2 test downlights. We feel there needs to be more than originally thought. Alan wants the anonymous donor to be pleased with the finished result of the mural and its highlighting at night. Bill said that we should only do this once and order more downlighting now. Alan discussed Bottleworks getting the community involved in the painting of the mural and asked for a timeframe of the mural installation. Ashley said that we would be having 60-65 book spine titles. We are sending out survey to have the members of the community help us decide which of the 110 titles we will be using. Ashley invited the board to provide titles if they would like. Once we have the survey results we will submit them to Bottleworks for a rendering to approve. Bill asks for timeframe of installation. Ashley said that installation should take place in spring. For the patio grant, Alan asked about the awnings. Ashley needs to confirm the price of the awning from the vendor and pay the down-payment.

City of Johnstown: The ARPA Grant was successful. We will receive the $250K for food insecurity and the $100K for WIFI. We have not been provided any information on how that money will be expended. Ashley explained to the board that the $100K will be used to build -out conference room technology, funding Hotspot rentals, buying devices that patrons can check out, and develop private spaces for tech use. Alan Metzler brought up the anonymous 14-million-dollar donation the Community Foundation received. They will be providing grants in the following areas to disburse these funds: early childhood education and development and financial development. Their data shows a metric of achieving a 3rd grade reading level, which Sylvia found was too low. She thinks that kids should be reading more. Sylvia questioned why we were funding Hotspot rentals if the money would run out. She suggests reducing the rental fees for a longer period of time rather than not charging, then charging a rental fee in the future. Sylvia also suggested meeting with the school district as well as Pennsylvania State Educational Director as she is not comfortable with children having devices and thinks that early education needs to focus on reading. Alan wants to look at ways to expand our capacity for early childhood development as part of their economic development.

County Coordination Aid: The plans for this aid have been submitted to the state. This funding will support the cost of the entire audits for the county libraries with the exception of Highland Community Library as they require a full audit every year, and Cambria County Library which receives no funding toward their audit costs from County Coordination Aid. Highland Community Library will be responsible for around $525.00 for their audit yearly. In addition, a higher allocation has been made towards each library’s contribution to the Spark bill. This aid also pays Barb’s salary, the delivery van, and other resources.

Safety: Active Shooter Training will be offered in two sessions. There will also be a risk assessment done by the state police. Jeff Dick from Career Link has been advocating for this training and his staff will also attend these sessions. There will be a second session of CPR/First Aid training coming in November for employees that were unable to attend the first session. Alan concerned about the liability and legal end as we partner with CareerLink for some of these safety scenarios and is mindful of how we move forward.

Staffing: We have a new reference / teen librarian. Their name is Jetty.

Staff Day: The day was very successful. Ashley said that the feedback shows the staff would like more structured activities in the afternoon.

Old Business

1. Approve the 990

A motion to approve the 990 was made by Kevin Persio and seconded Cara Ferrante with all in favor.

New Business

1. Resolution to apply for waiver of state standards

Be it resolved that the Cambria County Library Board of Directors apply for a waiver of standards for 2021 for continuing professional development for the director.

A motion to approve the resolution was made by John Skelley and seconded by Marlin Plymette with all in favor.

1. Security System User Agreement Policy

Ashley has provided board members with a User Agreement Policy to be signed by all employees who will be accessing the web-based security camera system. Ashley explained that this policy will be enforced to protect the privacy of the staff and patrons.

A motion to approve the security system user agreement policy as presented was made by Bill Lantzy and seconded by Sylvia King with all in favor.

1. Committees:
   1. Governance- Discussion of conflict of interest policy. Kevin recommends that all Board members should sign in January of each year.
   2. Finance Committee- The finance committee will be setting up a meeting with Jim Brett. A doodle will be set up to go over insurance review, banking, Cornerstone meeting.
   3. HR Committee- There is an HR Committee meeting scheduled for tomorrow, October 20.
   4. Building Committee- Alan would like to have a meeting scheduled before the end of the year to prioritize upcoming year and budget.
   5. System Committee - Bill Lantzy brought up the system meeting next week. This meeting will cover the system potential for going fine free, standards for the state, system agreement and an update on certifications for Directors.

ERate- Ashley is still waiting on a resolution of a couple of issues and expects that we’ll receive almost $20K in reimbursement.

Alan requests an email approval from the Board for architect’s proposal when Ashley has it.

Kevin Persio recommends getting a new bid on insurance every 2 years.

A motion enter Executive Session was made by John Skelley and seconded by Marlin Plymette with all in favor. The board entered Executive Session at 5:17 p.m.

A motion to conclude the executive session was made by John Skelley and seconded by Kevin Persio with all in favor at 5:27 pm.

A motion to adjourn the meeting was made at 5:28 pm by John Skelley and seconded by Sylvia King with all in favor.