**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**June 15, 2022**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, June 15, 2022. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Cara Ferrante, Sylvia King, Bill Lantzy, Alan Metzler, John Skelley. Marlin Plymette and Tripp Crilly were present via phone, joining at 4:06 PM

Others: Ashley Flynn, Maria Cuccaro and Adam Sprankle

Call to Order:

After calling the meeting to order at 4:00 pm., questions pertaining to the Consent Agenda were opened.

Consent Agenda:

Questions about the consent agenda items were asked for. Opening with the County Coordinators report, John Skelly asked what the “Request a Librarian” was. Ashley explained that it is a program designed for patrons to reserve a librarian’s assistance for 1 hour up to three times per year. This allows the patron to receive the librarians undivided attention and assistance with a number of research areas, computer skills, resume building, etc. Alan requested more information pertaining to the laptops that Barb had purchased for the ARP IMLS grant and who would be the owner of these laptops. Ashley explained we are purchasing thirteen laptops and cases for the system member libraries, since it was more sensible o purchase laptops for libraries than furniture. Alan wants to make sure the local boards have information about the distribution of these laptops.

A motion to approve the meeting minutes from May 18, 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. Our income was $165,000.00. We had received the second payment of County Funding. The library had $154,000.00 in expenses from January through May of 2022. We had no major expenses in the month of May and were in line with our budget. The CFA report shows a negative return of $81,000.00. This was to be expected, but not a good number.

The treasurer’s report was filed for audit.

Chairman’s Report:

Alan discussed how we have been networking with everyone to make sure that people are aware of the library and our needs. Alan discussed his and Ashley’s meeting with the Greater Johnstown Regional Partnership. Alan also noted that Ashley had been working with John Dubnansky about the possibility of bringing a “Proudly Serving Starbucks” location into the library as a way to generate revenue. City officials seemed supportive of bringing a major chain to downtown. Initial projections suggested that the library could turn a worthwhile profit, but many board members were concerned that the library’s primary demographic wouldn’t be able to pay the suggested prices. There was also concern about bringing in competition to other coffee shops in town. The board agreed that Ashley should work with the city officials to complete paperwork in order to obtain more specific projections based on our location. John Dubnansky had told Alan he would prepare and present a business plan for the board’s consideration before a decision would need to be made. Ashley noted that Dubnansky had originally suggested writing the library’s ARPA application to the city to include funding to build out the foyer to accommodate the coffee bar. The board felt that it was more sensible to write the application for needs identified in our building assessment, and that they were willing to continue discussion about the venture, but didn’t want to dedicate the ARPA application to it.

Director’s Report:

*Library Services* – We’re waiting for a part to fix the HVAC problem on the second floor, the repair company is having a hard time sourcing the part.

SummerQuest kickoff event was this week. Ashley explained that SummerQuest helps combat the summer slide for school age kids, but also provides enrichment for all ages. This year’s theme is Ocean of Possibilities we’re doing programs for all age groups, and each group has their own prizes. Most of the attendees of our kick-off event had to leave due to the heat issue on the second floor. We did a virtual visit and art activity with the Baltimore Aquarium. We were also able to offer this program to system members since it is a virtual program.

We are also going to be offering ABC Mouse subscriptions to all county residents. Currently you can use ABC Mouse from any library, but this will allow patrons to use it at home. We’ll run it as a trial year to see how interested folks are, if it goes well we’ll continue to offer it. To help pay for it we cancelled part of our OCLC subscription, which provides metadata support for cataloging. CCL’s cataloger doesn’t use the program and cutting it will save us $14,000.

Cara asked how much ABC Mouse is, it is $1,200 for the parts that aren’t part of our service area. Ashley went on to explain the cost is based on the population of county, not how many people actually use it.

*Grant Updates* – Keystone Bid specifications are due by the end of the month to OCL. Once these are approved, it can go to bid. For the Digital Literacy Grant Ward, the library has just started to advertise to fill the 1099 contractor instructor position for the computer classes. $25,000 for a security grant to install new surveillance cameras has been tentatively awarded, but a full grant application will need to be completed through eGrants. We received $23,000 for exterior lighting and have received an updated quote from Tercek electric. We are working on expending a $50,000 grant from the Community Foundation for the Alleghenies for brick repointing and new carpeting. Ashley explained that there is enough money to do the public areas on the first and second floors, but that timing is a challenge to ensure that the sewer work happens prior to the first-floor installation.

*ARP-IMLS Funds* – Barb’s report highlighted what is happening with it, and we will be able to apply for reimbursement soon.

*ARAPA Application for the City of Johnstown –* There are four funding categories (Food Insecurity, Technology, Childcare Facilities, and General) and we would be able to apply on all areas. We were going to pick $250,000 of projects to apply for based on an evaluation of our list of needs. Once the application is finished Ashley will send it to the board except for Sylvia due to conflict of interest policies.

*Networking:* Ashley informed the board of her attending the Murtha Breakfast during Showcase for Commerce and the State of the City Address. Ashley discussed the importance of meeting with people at these functions to keep the library and its needs fresh in their minds.

*Security updates:* Ashley said that we were looking to coordinate an active shooter training with Career Link. She discussed the importance of this as we have not had a recent one. Sylvia King suggested contacting Captain Chad Miller to coordinate and conduct this training. Marlin and Tripp said that they were willing to reach out to the head of SERT team. Ashley let everyone know that there was a safety assessment done by Bob Winter prior to the Covid closings of the library but these suggestions have not yet been implemented.

*Staffing updates* – Ashley informed the board of Esther Vorhauer’s notice of retirement as Department Head of Reference after 23 years of service. Ashley stated that there was one internal candidate who was very interested in the position. Ashley informed the board that a member of the circulation department had also turned in a notice of resignation. John Skelley asked if Ashley was promoting from within? Ashley answered that all positions are posted both internally and externally.

NEW BUSINESS

1. Committees:
2. Governance Committee: Governance: Met on May 22 to discuss vacancies as we still have two. Ashley said that so far there are no names from other libraries. Alan wants to focus on what kinds of expertise isn’t on the board, such as IT. Another name from the law field has been mentioned. Alan asked board members and all affiliates for recommendations of qualified candidates.
3. Finance Committee: Met last week, want to set up a call with Skip to see if we should move money, that meeting will be open to the entire board. Quotes for liability insurance and everything but health insurance are coming up. Ashley stated that we are working on a simplified Procurement Policy. Ashley discussed the importance of Health Insurance but also the importance of shopping rates annually.
4. HR Committee: No new items at this time.
5. Building Committee: Spoke about the café earlier. Ashley discussed the progress with StreetScape and the changes to the outside of the building. At our meeting next week with the commissioners we will remind them they own the building.
6. System: Ashley informed the board that automatic renewals were in effect and that there was little feedback at this time due to its recent roll out. Nothing new here, Barb and Ashley will continue to work on getting general information on fine free to each of the libraries. Fines aren’t recorded on financial documents and the reports from SPARK aren’t accurate due to user errors.
7. Automatic renewals are already in effect. Alan asked who was in favor of going fine free. Ashley replied that three directors said their boards would never go for it, and 2/3 others said they would, most of directors fell in the middle.

A motion to enter Executive Session for legal matters was made by John Skelly at 4:56 pm and seconded by Cara Ferrante with all in favor.

A motion to leave Executive Session was made by John Skelley at 5:26 pm and seconded by Cara Ferrante with all in favor. The board authorized Ashley to send two letters related to board member recruitment at the Portage Public Library.

A motion to adjourn was made by John Skelley at 5:26 pm and seconded by Cara Ferrante with all in favor.