**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**July 20, 2022**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, July 20, 2022. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Cara Ferrante, Bill Lantzy, John Skelley and Warren (Tripp) Crilly. Alan Metzler and Martin Plymette joined via phone.

Members Absent: Sylvia King

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

Call to Order:

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

Consent Agenda:

Bill Lantzy asked Maria if Portage was successful in seeking new board members. Maria reported that two of the members who were going to resign have decided not to resign. Maria explained last she had heard from the director that the board recruitment event had two attendees and two other people asked about joining the board in the library. The director thinks two of the interested people might fill out applications to join the board. Alan noted that there was no good way to respond to Ron Portash’s letter which had clear inaccuracies. The intent of Cambria County Library Board letter was to inform the local leaders and support the library. There has been no word from any of the municipalities. The board asked if the library was continuing to provide normal services. Ashley responded that the library seemed to be carrying on as normal based on their Facebook page. Ashley and Maria haven’t heard anything from the director or the board recently. Alan said that we should give them more time and see where it goes but he would like to be kept up to speed. Alan applauds Maria’s job in working with the situation and reiterates that she has the Board’s full support. He asked that everything pertaining to the situation be brought to Ashley Flynn and himself.

A motion to approve the Board Meeting Minutes from May 18, 2022 was made by John Skelley and seconded by Cara Ferrante with all in favor.

Treasurer’s Report:

Cara Reported that we had received $34,800 in the month of June as revenue which brings us to 60% of our budgeted revenue for the year. Grant income for CFA exterior lighting was reported at $23,000.00 from the Community Grant Foundation. 57% of the budgeted disbursements have been spent. Software and contract expenses have increased. 70% of utilities budgeted were spent, and some of that will come down when the internet costs are reimbursed from E Rate.

The treasurer’s report was filed for audit.

Chairman’s Report:

Alan opened with the importance of continuing to reach out to all funding opportunities and potentials. Alan and Ashley met with Mike Kane to update him on Cambria County Libraries needs and wants as well as discussing regularly researching and applying for smaller grant opportunities. Mike directed a potential donor to Cambria County Library that would like to donate $150k for exterior updates. The $150k only covers part of the updates, and the donor wants the project finished as soon as possible. The updates will include fencing, a mural, landscaping, and a patio. Alan acknowledged that this funding would be the hardest to obtain, so this was very welcome. Alan also mentioned that the library may be able to apply for tax credits through the CARES Act for Employer Retention Credit. If CCL qualifies it will be a significant amount of money. Barnes Saly will do an analysis for us to determine if we would be eligible. Alan discussed that libraries in the state of Pennsylvania will be receiving a large increase in funding next year ($11 million). Libraries need to start meeting standards and Cambria County Library will need to update their hours of operation being open to the public. Alan would like uss to use some of the increase for staff wages, but that will be largely up to the director. Tripp said he had reached out to Tom Owens and will follow up regarding active shooter training for library staff.

Director’s Report:

Ashley Flynn reported that SummerQuest is going well, adult registration has seen a significant increase and that Vicki Stasiak (Adult Programmer) is doing a great job. SummerQuest will be ending in the last week of July and August will be slowing down as far as programming goes. Ashley reported that ABCMousehas been launched to the county. ABCMouse is an early learning curriculum designed for 2-8 year-olds. Folks could always access ABCMouse in libraries for free but now have accessibility from their homes with their Cambria County Library Card.

Ashley provided the grant updates for the library. Relating to the Keystone Grant, the engineering bid was submitted and approved by Office of Commonwealth Libraries. The bid process will be moving forward. In regard to the Community Foundation for the Alleghenies grant, Ashley has been working on selecting the carpet and will be submitting her choices soon. The brick repointing will be scheduled very soon. $23,000 for the exterior lighting is moving forward. Tercek electricians are concerned that parking meters, street parking and telephone poles may present a problem for installation for the downlighting along the front of the building.

Ashley shared that she has hired the manager of the bookstore (Ryan Stacy) and he has been made fulltime for the duration of the grant, so he can act as both the Digital Literacy Navigator and the Bookstore Manager. Ashley told the board that in regard to the SCC grant, the security materials have been ordered and will be installed once they have arrived. Ashley discussed the ARPA Applications for City of Johnstown. Cambria County Library applied for three, the Child Care category seemed like a stretch so we did not complete it. We did apply for the Food Insecurity grant to expand the Summer Café program. It will be 2-3 months before we hear back about any of the city’s ARPA grants. Ashley informed the board that she has provided the County a list of critical capital needs. Ashley said that the county has informed her that they will be writing to the City of Johnstown stating that if the City would give Cambria County Library $250,000 in ARPA funds, the County will match it.

In regard to staffing updates, Ashley shared that Esther Vorhauer will be retiring on Friday, July 29 and that Joyce Homan will be promoted to Department Head of Reference. Ashley said that we are advertising and interviewing to hire for Joyce’s position. Again, Ryan Stacy (manager of the bookstore) will be full time for the Digital Literacy Grant and that three other part-time employees are being promoted to full-time. Ashley provided the Board with a new director’s priority list. She had moved some of the priorities around like the HR certification, the third floor, and vision statement. Ashley would like the board to review and discuss with Ashley and Alan if they would like to make any changes, or if the timeline should be changed. Regarding the budget, the board should be thinking about large items that need to be purchased. In November, Ashley and Stephanie will present a draft budget to the finance committee. The finance committee’s recommendation will be presented to the full board. Stephanie and Ashley start work on the budget in October.

Ashley stated that there is CPR training with CareerLink scheduled for September. Ashley is still working with Jeff to set up an active shooter training. Tripp reached out to CERT and is waiting to hear back.

Old Business

1. Committees:
2. A motion to approve the Committee List as presented was made by John Skelley and seconded by Bill Lantzy with all in favor.
3. A motion to accept Kevin Persio and Yamila Audisio each for three-year terms to expire in 2025 was made by John Skelley and seconded by Tripp Crilly with all in favor.

New Business

1. Committees
   1. Governance:
      1. The conflict of interest policy is being revised, once it’s finished it’ll be sent to each board member to sign.
   2. Finance: Cara is taking a look at items that will affect the budget.
   3. HR Committee – director’s evaluation: will be discussed in executive session.
   4. Building: the committees hard work is paying off.
   5. System: Information is being gathered on fine forgiveness. Ashley will send out a document with more information that she and Barb are making to the other libraries.
2. Other New Business
   1. Tripp noted that the DA’s Conflict of Interest form is less complicated than CCL’s. Alan asked that the most recent draft/copy be sent to all the board members. What Alan would like to see is a document that requires board members to announce any conflicts. No further steps need to be taken for clearances.

A motion to enter executive session for discussion of personnel issues was made at 4:59 pm by Cara Ferrante and seconded by John Skelley.

A motion to leave executive session was made by Cara Ferrante and seconded by John Skelley with all in favor.

A motion to adjourn was made by John Skelley and seconded by Tripp Crilly with all in favor.