**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**August 17, 2022**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, August 17, 2022. The meeting was called to order by President Alan Metzler at 4:01 pm.

Members Present: Alan Metzler, Bill Lantzy, John Skelley, Kevin Persio, Sylvia King, Yamila Audiso, Marlin Plymette, Warren “Tripp” Crilly (arrived at 4:11 pm)

Members Absent: Cara Ferrante

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

Call to Order:

Introductions were made to the new board members, Kevin Persio and Yamila Audiso. They were welcomed aboard and Alan Metzler emphasized their amazing credentials. Alan discussed the numerous funding opportunities available to the library and the exciting upcoming improvements. The idea of working with local partners to take advantage of local dollars is really fortunate for staffing.

Consent Agenda:

Bill Lantzy asked about the system agreement and which if any of the libraries did not sign. There was some discussion that Highland had not signed and returned the agreement. There was some discussion that Highland’s board has not met and has not approved the agreement. There was some discussion that there were perhaps some inaccuracies provided to the Highland Board by the director of Highland. Fines in particular seem to be a sticking point with the Board and Director of Highland, and they feel that whatever was discussed should be discussed with the system libraries and not just distributed as a mandate.

Bill questioned what the “brown paper bag test” is. Maria explained that this was in fact a skin color test. Marlin congratulated Barb on her selection to participate in the Pennsylvania Library Association Annual Conference. Marlin then asked if Nanto Glo had submitted data about fines.

A motion to approve the minutes of July 20, 2021 was made by Marlin Plymette and seconded by John Skelley with all in favor.

Treasurer’s Report:

In absence of the Board Treasurer, Stephanie Young, Business Manager of the Cambria County Library presented the report. Stephanie reported that there were 3 pay distributions in the month of July, so the salaries look higher than usual. Stephanie reported that the perpetual trust has seen a large loss, as the market went down for a second quarter. All in all, the fund has seen a 12% increase since 2019. The treasurer’s report was filed for audit.

Chairman’s Report:

Alan opened with a discussion of collaboration with the county on our Capital Projects. Alan then discussed the American Rescue Plan grant requests that have been submitted to the city. Alan discussed the decision to opt out of the Starbucks application as part of the ARPA grants. The request for the ARPA funds has been submitted to the City of Johnstown, but it will be several months before they get back to us. The City of Johnstown has been great to work with. Notice of an anonymous donation has been received through the Community Foundation for our patio plans and Alan thinks this will be a good start to the streetscape initiative. Ashley Flynn reported that as our private and anonymous donor has stipulated that they would like to see the patio work completed within the year, she had moved forward with meeting and coordinating the mural project.

Director’s Report:

John Skelley asked about Portage and the Portage Board article in the Portage Dispatch. Alan recapped the situation with Portage and its board for the new members. There seemed to be a miscommunication between the board and the director. Alan Metzler mentioned that several of the Portage Library board directors have resigned in the last several months leaving the library without a full board. He mentioned that the Cambria County Library System is here to be of help to the other system libraries and their board of directors. A letter was sent to the library stating that having a working board is very important to the library. Marlin asked about the required number of hours for libraries to open for state funding.

Library Services- Ashley reported that the SummerQuest programs were winding down and that the library saw the largest number of Teen and Adult participation ever. Attendance in all three age groups has seen a large increase. Surveys have gone out and the biggest complaint was that programs were not long enough. Ashley reminded the board that August is a slower month for programming as SummerQuest winds down and fall programming has yet to start.

Grant updates -

1. Keystone bids were submitted
2. Brick repointing is finished
3. Carpet on the second and first floor have been ordered
4. Digital Literacy Navigator is doing classes at other system libraries beginning in September
5. Cameras will be arriving shortly. Joel has already begun running new cables
6. Lighting: All exterior security lighting is completed. Waiting on down lighting.
7. Patio: Waiting on logistics to report

Office of Commonwealth Libraries Funding Updates - There is a 17% increase expected for 2023. It has been pointed out that no waivers for hours will be allowed. Currently Cambria County Library is short 1 hour to meet the required 65 hours per week. Ashley says that we plan on opening at 8:00 a.m. on Friday instead of 9:00 a.m. This will meet the requirement and cause the least disruption to staff. We are awaiting on the answer from OCL concerning the 35/45 hours that most small libraries will need to be open.

Staffing - There is currently a vacancy in the Reference Department. We are interviewing applicants to replace Joyce Homan, who moved from the Young Adult/Reference Librarian position to the Head of Reference. She replaced Esther Vorhauer who retired at the end of July.

Ashley also noted at this time that she will be on vacation the week of September 5, 2022.

Old Business

1. The board ratified the following evote: A motion to approve Tussey Landscaping’s proposal and required down payment was made by Kevin Persio via email on August 10, 2022 and seconded by Warren Crilly with all in favor.

New Business

1. Laptop system distribution - Laptops have been purchased through ARP grant funds and this proposed agreement will be provided to system members to explain the usage and ownership of the devices.

A motion to approve the system laptop policy for directors as presented was made by Marlin Plymette and seconded by John Skelley with all in favor.

1. Free Narcan Distribution to the Public
   1. The Drug Coalition would like to use the Cambria County Library’s parking lot to distribute Narcan. Sylvia King brought up concerns about the public thinking that the library had a supply of Narcan for distribution. After a brief discussion, it was decided that there were many other viable options for this distribution in the area and suggest that the Coalition explore these options and no motion was raised to proceed with distribution.
2. Committees
   1. Governance:
      1. Ashley will be trying to schedule the committee meeting for
   2. Finance: Cornerstone investments will be discussed periodically. The board had moved from fixed assets to stocks. More will be discussed at next finance committee meeting. All board members will be invited. Ashley is looking to schedule the week of August 29, 2022.
   3. HR Committee – Conflict of Interest Policy will need to be explored further before proceeding.
   4. Building: No updates.
   5. System: Ashley provided fine document that the system library directors will receive. This attempts to demonstrate a balance of “free vs fine”. There were not many negatives other than small decrease in revenue.
3. Other New Business

No other new business.

A motion to adjourn was made by Bill Lantzy and seconded by John Skelley at 5:03 p.m. with all in favor.

The next board meeting is scheduled for Wednesday, September 21, 2022 at 4 pm.