**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**September 21, 2022**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, September 21, 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, Warren “Tripp” Crilly (via phone)

Members Absent: Yamila Audiso, Marlin Plymette

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

Call to Order:

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

Consent Agenda:

Alan questioned the situation with the director of the Blairsville library as referenced in the District Consultant’s report. Maria Cuccaro explained that the Blairsville Public Library had forced their director into retirement due to poor performance. They then hired a new director on July 1, 2022, who did not work out due to not meeting deadlines. The library then offered the position to the previous director who has since come back in a permanent position

A motion to approve the consent agenda including the minutes of the meeting of August 17, 2022 was made by Sylvia King and seconded by John Skelley with all in favor.

Treasurer’s Report:

The Treasurer’s Report was presented by Cara Ferrante. The report reflects $329,000 in revenue, the majority of which was grant monies. Much of the grant revenue has been received including some of the ARPA IMLS funding along with the $150,000 anonymous donation from the referral from the Community Foundation. Grant expenses included the $47,000.00 for the down payment on the patio project. Alan Metzler suggested that Cara, Ashley and Stephanie would track the grant expenses to keep funding streams delineated. Discussion was held that there is a need to clarify the reimbursement process for the Keystone Grant match. At this time, no request for reimbursements have been submitted.

The Treasurer’s Report was filed for Audit.

Chairman’s Report:

No report was given at this time, as Alan Metzler said that the director would cover all items.

Director’s Report:

Library Services: Ashley said that this was a busy time of year for the library and programming is in full swing. Sign ups for fall story time programs have begun. Participation from the community is very high and there is a lot of diversity in the adult programs as well. The theme for this year’s Halloween Parade is “Bee Kind” which will work well with the upcoming summer reading program.

Grants: Ashley specified that there is a lot of progress and updates and many grants have been received. The 1889 Foundation has given the library a grant for the Senior Crafter noon program for almost $5,000. This will allow the library to purchase memory kits, better tools and supplies for their projects, and double the number of programming events offered for seniors each month. The award for the HVAC project has been given to EBER HVAC. A meeting for this will be coming up. Also, the 1.25 million from the county for building projects has been approved.

Security: Ashley reported the cameras have all been installed. The paperwork for the reimbursement for this grant has been completed and submitted. Ashley discussed the importance of creating a user agreement for those who have access to the cameras as it pertains to privacy issues related to staff. 34 cameras have been installed. This grant was secured through the PCCD. Alan asked if the storage period of archived footage has been improved to which Ashley responded affirmatively. Bill asked who would have access to footage, to which Ashley responded that all staff would as it is web based, but there would be only be remote access allowed by those individuals who are listed as contacts with the security company and the Director.

Lighting: All of the security lighting has been installed and only the ambient downlighting remains uninstalled. There is a huge improvement of lighting in the staff parking, parking lot and entrances.

Patio: The full donation of 150,000 has been deposited in the library’s account. Alan was here helping Steve with cutting down shrubs and other growth.

County Commissioners: Alan shared that the commissioners have approved the $1.25 million for the library’s building improvements. The library will handle all contracts and forward the bills to the county. The county will then pay the library and the library will pay all contractors. They are fairly flexible as to what the library spends this allocation on. The Cambria County Library has received the highest amount of dollars from the county for these funds. Alan stated that we will adhere to our policies such as purchasing, etc., not the county’s. This is due to the reimbursement style utilized, as this way, as we pay, they will approve it. John mentioned that there will or may be an audit, therefore it is important to keep it all straight and separate. Alan agreed and stated that this was the main focus of the finance meeting.

City of Johnstown: The Cambria County Library has applied for ARPA funding from the city for addressing food insecurities, increasing broadband, and capital improvements. We should know later this week on the status of this funding.

Office of Commonwealth Libraries: After being notified that libraries in the state will be receiving a 17% increase in State funding, it has also been brought to our attention that now the county libraries will need to be open 45 hours per week. Previous guidance had been that we did not need to enforce the 45 hour requirement, and that 35 hours was adequate. The majority of our system members are open 35 hours a week, meaning they will be required to add an additional 10 hours of service to pubic weekly. Waivers will need to be submitted if a library is open less than 45 per week. These are 5-6 pages in length and quite involved. Maria explained that the new Deputy Superintendent of Libraries for the State of Pennsylvania, Sue Banks, explained that State Aid is a reward for meeting standards as opposed to being a tool to meet standards. The system committee will need to meet to discuss this. Highland and Cambria County Library will be able to meet the standard with small increases, but the other system libraries will be facing many challenges. Alan asked how many libraries will not meet this standard and wants their boards to know about this as soon as possible. Alan asked that we build a case as to why these 45 hours aren’t realistic. Maria explained that OCL did not fix this increase because they did not want to go back to the legislature. Options available to the smaller libraries that would face the largest challenges with this increase would be becoming a branch of the Cambria County Library, however they do much better at fundraising and this would be an issue. These smaller libraries could alternatively close.

County Coordination Aid: These will be due the second week of October. Ashley would like to increase the funding for the system audits with the increase in county aid. This would cover the entire cost of the audits for the county libraries, with the exception of Highland Community Library, who must do a full audit every year. The costs of this would increase from $2,250 to $3,325.

District Funding: The majority of the extra funding we’re receiving has been allocated for electronic resources by the District Advisory Council. This will include videos, e-mags, and e-comics. This is in line with what other districts are doing. The amended agreement and budget was submitted prior to the board meeting.

Safety: CPR and First Aid training was attended by half of the staff as well as Career Link employees. There will be another class in November. Ashley and Adam are coordinating with a state trooper for a “Run, Hide, Fight” active shooter training. Ashley is exploring a more tailored and local training as well as a safety and security assessment of the building. Tripp informed Ashley and the board that the city police have been very busy and if we’re to need their services in assessment or training that we would need to be patient.

Complaint: The Cambria County Library has received a complaint concerning book kits and the Highland Community Library. The patron was trying to check out these kits and was not receiving any communication from the Highland Community Library or its director. When the complaint came to us, we were able to check the book kits out to this patron. Any time there is a complaint from the public, we share this with the board. Under normal circumstances, we would contact the other library’s director about the compliant, but the director was actually having a family crisis, and we were able to accommodate the patron.

E-Rate: Ashley Flynn is working on getting the e-rate for the internet resolved. $25, 000 of our internet costs should be refunded through e-rate. We are having issues with provider’s bills. This should be resolved and our funding will be received shortly. We are hoping to have a new internet provider next year as this vendor has been very difficult to work with.

Old Business

1. Bill Lantzy asked if the Highland Community Library has signed the system agreement. Alan Metzler stated that he had sent a note to the board president concerning this issue. As of now, the agreement has not been signed.

New Business

1. Audit Review

Cara provided the Audit Review. Cara stated that they found the audit to be a clean, unmodified opinion. The audit was performed in the required time line. They did the journal entries and encountered no difficulties. Stephanie and Cara did about half of the necessary adjustments and can continue to work on that for future years. We had two unnatural weaknesses which is very common for non-profits.

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

1. Committees
   1. Governance – Tripp felt that the exiting Conflict of Interest policy is sufficient for our needs. This policy needs to be signed by all board members.
   2. System Committee - Ashley will create a doodle poll for the system committee to procure a meeting date.
   3. Building Committee - Alan is meeting with Ashley on Friday to discuss options of procuring an architect’s proposal for completing drawings of the third-floor renovations.

No new business was discussed and a motion to enter executive session was brought.

A motion to enter executive session was made by John Skelley and seconded by Cara Ferrante with all in favor. The meeting went into executive session at 5:03 PM.

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

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