

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
January 18, 2023

The meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, January 18, 2023. The meeting was called to order by Bill Lantzy at 4:03 pm.

Members Present: Bill Lantzy, Yamila Audisio

Members via Phone: Kevin Persio, Warren “Tripp” Crilly, Marlin Plymette

Members Absent: Alan Metzler, Cara Ferrante, John Skelley, Sylvia King

Others: Ashley Flynn, Maria Cuccaro, Stephanie Young

Call to Order:

The meeting was called to order by Bill Lantzy at 4:03 PM.

Consent Agenda: Bill asked if they were still having issues with the annual reports as the Annual Report Census Data was still incorrect. Maria will report updates once OCL restores access to it. It has been reported that three libraries have gone to 45 operational hours.

Motion to approve December meeting minutes and reports was made by Marlin and seconded by Yamila. Motion carried.

Treasurer’s Report:

Stephanie reported that Revenue is almost the same as Disbursements. Payroll and benefits were higher than expected. Revenue was lower than expected. Bill asked if we had to transfer any funds from CFA. Stephanie responded that we did not, but we did transfer some from the district funds.

The Treasurer’s Report was filed for Audit.

Director’s Report:

Library Services: January features a full event calendar for the Cambria County Library, including a “Life Sized Candyland”, which has been extremely popular. Italian Club is holding its first meeting tomorrow. Ashley is really impressed with the quality and diversity of the programming and feels that there is something for everyone. Ashley feels as though the creativity of the programming staff reflects the innovations of larger city libraries.

Grants:

Keystone: We are waiting for the equipment but are filing all paperwork on time.

Community Foundation: Carpet installation will begin on Monday and there has been a flurry of activity preparing for that. We will have limited access to the second-floor next week for safety reasons. We had to request extensions on this grant due to supply chain issues. The lighting is moving forward, and we are waiting on the down lighting for the mural.

Digital Literacy: We are scheduling sessions at CCL for February and January. Tyler Smith in reference is building of Ryan Stacey's program to create a more in-depth training that folks can take after Ryan's program.

Mural Updates: We have submitted our final list of 59 books to the artist. We were careful to select titles that represent all the people in our community. Ashley is waiting for a proof of concept to make sure it is in the style the library is hoping for.

Networking: Ashley met with a COJEC representative to explore ways to expand the coffee area. He suggested leasing the space to a local entrepreneur, such as the owner of "A Write Cup". Ashley is going to meet with her and see if a smaller version of her main set up would work in the library. Ashley also met with the business center which has a lot of the same services we provide but lacks the staff to be open longer hours. COJEC would like to partner with the library moving forward. Bill asked what features the center had and if it was running. Ashley responded that it was up and running, but not finished. It has a conference room and a few small meeting rooms.

Annual Report Changes: There is a training session tomorrow from OCL going over the changes. A major change is that OCL wants all questions about the report directed to them, rather than to the district consultants. There are also changes to the programming section of the report. Virtual program attendance can now be counted for 30 days as opposed to 7 days. This could be a problem for some libraries since some platforms don't allow for viewing past data.

System Updates: Some of the libraries are at 45 operational hours. CCL had received a complaint from a patron from South Fork over what was basically a fine and hold dispute. Highland had water damage due to a burst pipe, so the children's department is closed. Cresson is still looking for a director.

Building Updates: The carpet installation is the biggest update. The committee needs to meet to create a new list of priorities. This new list of priorities should include updated priorities, such as the water heater which is producing water that is too hot.

Director's 2023 Goals and Priorities: Ashley does not have them ready for the meeting today but will present them at the February Board meeting.

Staffing Updates: Cambria County Library has created a new position and is seeking to hire someone for the after-school food insecurity program. There have been a few folks interviewed, but interviews are still being scheduled.

Storywalk: The Cambria County Library is applying for a StoryWalk Grant. Ashley explained what StoryWalk is. The library would like the new one to be on the downtown section of the Path of the Flood Trail. We hope this will increase our footprint downtown.

Old Business

1. Ratify payment for Bottleworks

A motion to approve one third payment to the Bottleworks for the mural, with total costs not to exceed \$40,000.00, was made by Marlin Plymette via e-mail on December 16, 2022. It was seconded by Bill Lantzy with John Skelley, Alan Metzler, Cara Ferrante, and Kevin Persio in favor.

New Business

1. Approve Hot Spot Policy:

We need to update our hot spot agreement form so we are in alignment with our Wifi Grant. We are drastically reducing costs for patrons. There will be a \$5.00 processing fee but no daily rental charge.

A motion to approve policy was made by Marlin Plymette, seconded by Yamila Audisio, none opposed. Motion passed.

2. Approve e-rate vendor:

We receive a 90% reimbursement for our internet through the federal e-rate program and are due to bid out vendors for the start of the next fiscal year. Ashley asked the board to approve Segra for next year July-June. Afterward we can start moving forward with E-rate's next step. Switching vendors would give us better services. Right now, we have 2 connections, one for credit card, and one for computers. Segra combined their bid so she'd have to only submit one application. They're also cheaper and provide a faster connection.

A motion to approve Segra as the e-rate vendor was made by Yamila Audisio and seconded by Martin Plymette. None opposed. Motion passed.

3. Approve Insurance Policy:

Ashley met with the broker yesterday. We received a recommendation to switch to Utica National, which has very equivalent coverage at a cheaper rate. The board reviewed the policy presentation in detail in detail, and requested more information particularly on the cyber coverage, specifically as it pertains to Ransomware. The vote was tabled until that information was gathered, but Bill requested a vote via email prior to the February board meeting.

4. Committees:

a. Governance-

- i. Ashley can print the Conflict of Interest Policy for board members to sign. Moving forward folks will sign it at the first board meeting of the year.
 - ii. There are two open seats in April, John Skelley and Cara Ferrante will not be renewing their terms. Ashley encourages folks to recommend people.
- b. System- System policies were sent to directors and board presidents to review and sign.

A motion to adjourn was made by Martin Plymette and seconded by Yamila Audisio. None opposed. Motion to adjourn passed. Meeting adjourned at 4:57 PM.