

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CAMBRIA LIBRARY ASSOCIATION**  
**December 7, 2022**

The annual budget meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, December 7, 2022. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Alan Metzler, Cara Ferrante, John Skelley, Sylvia King, Marlin Plymette, Warren "Tripp" Crilly

Members via Phone: Bill Lantzy

Members Absent: Yamila Audisio, Kevin Persio

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

Call to Order:

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

Consent Agenda:

The meeting was called to order by Alan Metzler. The subject of the county libraries was broached. The South Fork Public Library had an emergency closing due to cleaning. Maria noted that she had made a recommendation that the library could not be closed for a reason of cleaning. Initially, the reason behind the three-day closing was that there was not an acting director. There were concerns about the board being dysfunctional in operations and communications and that many of the board members don't have email. Their board reports that they are satisfied with their new director.

John Skelley questioned the resignation of the director of Cresson library and his time there in the role of director. Ashley reported that he had gone to Hollidaysburg library in Blair County. Through discussions with the director, Ashley felt that in discussing the audits and reporting process, that Kevin may have felt overwhelmed due to bad filing practices which preceded him. Ashley said that audits and reporting are hard to gauge when there is not a good filing system in place. The director had accepted the Cresson library directors' position in mid-June of 2022 and was only there for a few months.

Sylvia King asked if we were responsible for other libraries in the system. Ashley Flynn said that the other libraries are all governed by their own boards. The Cambria County Library does have a level of oversight and helps to manage their reporting that goes to the state level. Sylvia King mentioned that she never imagined what goes on in the library, the support and all the help we

give to the other system libraries. Cambria County Library does intervene with their governance if it becomes necessary, however they are all independent nonprofits.

Bill Lantzy asked Maria about underlying friction in regard to plans for state aid and her report about the recently reversed course of OCL. Many of the smaller libraries did not have the revisions emailed to Maria. Maria expressed concerns about OCL's lack of communications. Bill followed with inquiry to the number of directors that had not attended district meetings. Ashley and Maria reported that many of these libraries' directors were either new or had a legitimate excuse. Alan asked about the viability of directors sending an alternate in the event they cannot attend district meetings.

#### Treasurer's Report:

Cara Ferrante presented the report. October revenue was 343,000. with expenses of 105,000. She mentioned that the revenue amount is over budget, more than likely due to the grants received. Cara asked Stephanie if we had gotten the E-Rate money back. Stephanie replied that we have not and hopes that it will come in this year, if not, we could expect 2 disbursements next year.

The Treasurer's Report was filed for Audit.

#### Chairman's Report:

Alan Metzler said that his report would be covered later in the meeting. He also wanted to thank the board for all of their hard work. He appreciates all of John and Cara's contributions and hard work as their terms come to an end. He feels very confident in the board and the work that they have been able to accomplish and would also like to thank the staff of Cambria County Library for all of their hard work.

#### Director's Report:

Library Services: Ashley Flynn reports that we are moving right along with programming. Every Saturday in December, the library will be hosting a holiday event. Our house in the park has made the front page of the Tribune. There is a story walk at Stackhouse Park. Ashley will email the December calendar to the board to keep them updated on the December events taking place. Ashley is very proud of the programming that Cambria County Library is presenting. Sylvia King mentioned the possibility of the library bringing in a well-known author to present a seminar on writing a book. If possible, the library could charge a small fee for the seminar.

#### Grants:

Keystone: The parts and equipment have been ordered, along with the carpet.

Community Foundation: The carpet should be in by late December or early January.

Digital Literacy: Most of the system libraries have hosted the classes and even some staff have participated.

Security: The new security system is up and running. Once the user agreements have all been signed, employees will have web access.

Lighting: We are working with Bottleworks to get an opinion of the lighting that will be most flattering of the mural. Once we receive the lighting opinion from the mural artist we can move forward with Tercek.

Patio: The patio is nearly completed. The contractor has been very good to work with. There have been a lot of positive comments on the completed works. The plantings will begin in the spring which is when we will pay the contractor (Tussey). We hope to have a ribbon cutting ceremony along with an open house.

City of Johnstown: The funds have been received and plans have been made to move forward with the grants for Food Insecurity, technology and broadband. It was mentioned that Penn State has a master gardener program. They usually have to perform community service hours. They would be able to help us cultivate raised beds for produce and educational programs could be designed and utilized in conjunction with food insecurity.

State Standards: We are hoping to speak with the state about having a tiered system for smaller libraries for the open hours' requirement. Right now, CCL must be open 65 hours weekly, and the other libraries must be open 35 hours weekly. This can be a burden on the smaller libraries and we have not had a response from most of the smaller libraries. Ebensburg had some issues such as going fine free and the extension of hours. Ashley went to speak with the Ebensburg director personally and felt that the meeting went well. Ashley encouraged her to try to appeal to Sue Banks at the state level to consider addressing the requirements in place for smaller libraries. The Ebensburg director felt as though Frank Burns might be able to assist, but Ashley informed her that she had already spoken to Frank about the position and again recommended her to reach out to Sue Banks.

State Aid: Ashley explained that many of the system libraries' plans for use of state aid were returned with corrections, which hasn't happened in recent memory. Office of Commonwealth Libraries is taking a very different and more strict approach to these reports.

Safety & Security: We had some trainings recently on active shooter as well as working on new safety plans with Career Link as well as fire extinguisher training to be scheduled and updated and more first aid kits.

E-rate Updates: We have been waiting on the biggest chunk of monies due to us because of a spin change with one of our vendors. Hopefully, this will be corrected and we can apply for the funds soon.

Mural Committee Updates: The committee met today and has narrowed the titles down to 83 books. These titles will be submitted to Bottleworks by Friday after proofing and editing are completed.

Fund Drive: The 2022-2023 Fund Drive Appeal letters will be mailed out on Friday.

### Old Business

1. Ratify approval of October meeting minutes

A motion to approve the minutes of October 19, 2022 was made by Marlin Plymette via email on 11/1/22 and seconded by Alan Metzler with aye votes by Sylvia King, Bill Lantzy and Yamila Audisio.

2. Ratify resolution to open bank account for grant funds.

A motion to adopt a resolution to a bank account for grant funds with Alan Metzler and Ashley Flynn as authorized signers until a new treasurer is installed was made by Kevin Persio via email on 11/29/22 and seconded by Marlin Plymette. Aye votes were made by Bill Lantzy, Warren Crilly, Alan Metzler, Yamila Audisio and John Skelley. Sylvia King abstained due to conflict of interest.

3. Ratify resolution to open bank account for reference department funds.

A motion to adopt a resolution to open a bank account for reference department funds with Alan Metzler and Ashley Flynn as authorized signers until a new treasurer is installed was made by Kevin Persio via email on 11/29/22 and seconded by Marlin Plymette. Aye votes were made by Bill Lantzy, Warren Crilly, Alan Metzler, Yamila Audisio and John Skelley. Sylvia King abstained due to a conflict of interest.

### New Business

1. 2023 Budget

The 2023 budget allows for 5% merit-based increases for staff. This still does not keep up with inflation but it will help. Health insurance went up by 20%. The library will offer two tiers of health insurance, including a new, higher deductible option that will be less for the employee to pay. A few staff have expressed interest in this. Stephanie mentioned that two of our staff are paid through grants. Alan suggested looking at an alternate broker for insurance and recommended researching Pennie for health insurance. Cara said that we would be increasing the budget for perpetual trust to \$108k for 2023. Ashley informed the board that the Cambria County Library would not be hosting Night Music in 2023 as a fundraising effort, as Night Music 2022 was not profitable and did not see it as a viable effort for 2023. Sylvia King asked if a waiver has been granted for the sewage and Alan Metzler said that the work is scheduled and the county will be paying for the sewage work at this time.

A motion to approve the resolution was brought by John Skelley. The motion was seconded by Marlin Plymette, all in favor to approve. Motion to approve resolution passed.

2. Credit Card: The subject of applying for a credit card to use for the grant from the City. There will be lots of small purchases for the food insecurities portion and we would like to keep them separate from the general purchases.

A motion to approve the resolution was brought by John Skelley. The motion was seconded by Marlin Plymette, all in favor to approve. Motion to approve resolution passed.

When asked, Ashley Flynn said that 7 staff members currently have cards to use for conferences, etc. The board would like to see less staff with credit cards, maybe have a purchasing card kept at a central location.

### 3. Committees:

- a. Governance-Working on anticipated vacancies.
- b. Finance Committee- We did meet with Jim Brett concerning our insurance policies. At the present time, he said he could not compete with our current rates. We also want to work on the procurement policy.
- c. HR Committee- Executive Session
- d. Building Committee- Generating a list of priorities.
- e. System-The subject of fines must be resolved with the county libraries.

A motion was brought by John Skelley to enter Executive Session for personnel matters, seconded by Cara Ferrante. All in Favor, Motion to enter Executive Session passed. Entered Executive Session at 5:01.

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

A motion to approve a total compensation increase for 2023 for the director based on a favorable performance review was made by Sylvia King and seconded by John Skelley with all in favor.

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