

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
March 15, 2023

The meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, March 15, 2023.

Members Present: Bill Lantzy, Yamila Audisio, Marlin Plymette, John Skelley

Members via Phone: Sylvia King, Warren “Tripp” Crilly, Alan Metzler

Members Absent: Cara Ferrante, Kevin Persio

Others: Ashley Flynn, Maria Cuccaro, Stephanie Young

Call to Order:

The meeting was called to order by Bill Lantzy at 4:00 PM.

Consent Agenda: Bill asked if the Cresson Public Library was having issues with clearances for their director and Maria commented that the director was starting work on Tuesday.

Alan asked about the Portage Public Library and Maria said they had inquired for a public version of the Cambria County Library’s annual report, which she provided. Alan then asked for an update about Blairsville’s inquiry about dropping out of the state aid program. Maria said they had asked what they’d lose in services by leaving the program, and said she’d worked with Ashley to enumerate all district services and resources that were tied to state aid.

Motion to approve meeting minutes of January 18, 2023 was made by Marlin Plymette and seconded by Yamila Audisio. Motion carried.

Treasurer’s Report:

Stephanie reported that grant money from the county for carpet and the deposit for the mural is showing, those are both reimbursements. We have also paid our insurances. The end of year Community Foundation report looked slightly better than it had. Alan asked if we’re continuing to work on the employer retention credit and Stephanie said that it is quite involved and she has to manually tabulate the necessary report.

The Treasurer’s Report was filed for Audit.

Chairman’s Report:

Alan noted that he receives all the library's postings and wants to recognize the great quality of Patty Heilmann's work. Many employees do many great things, and he is continually impressed with the great quality of the facebook and the marketing. It's well-received.

Director's Report:

February Follow Up - Yami asked for an update on the mural. Ashley said that it was going well but slower than she'd like. The committee just sent back a third set of revisions. There was a lot of dead space on the third-floor portion of the building, and the alignment of the books near Main St looked odd. The committee also didn't like that the artist shorted the books above the entrance instead of making them look like half of a full-sized book. There also need to be changes to the "wow corner."

Library Services - Storytime is starting soon and is already full. The afterschool feeding program has so far fed 42 kids and sent home 12 bags for the weekend. Kids can eat at the library Monday – Thursday, and can pick up snacks for Friday and Saturday on Thursday. We wanted to start small to ensure we had a good base and will work on growing. Alan asked when we'd be purchasing more equipment for the program. Ashley replied that we'd be purchasing more soon, but if companies can't invoice us we'll have to stagger it out due to credit limits. We're working with the Greater Pittsburgh Foodbank, who might be able to set up as a Site Partner. We would get better food for less money through them. There are some classes staff will need to take and a small delivery fee. We're also working on other projects with them, like a possible food distribution site in downtown.

Keystone Grant - Ashley is meeting with the engineers next Wednesday to try and get more information on what to expect especially with SummerQuest. When the crane is in use we won't be able to have folks on the third floor.

CFA Grant - All our CFA grants are expended, with the final one being the carpet. We're planning to apply for the Spring and Fall grants. There was a complaint to the Department of Labor and Industry regarding prevailing wage, but it was unfounded because the source of funding used for the carpet project didn't require prevailing wage. We're just waiting for the final installation on the lighting grant.

Digital Literacy Grant - We're at a turning point with the Navigator. We hired the previous navigator as a reference librarian, and are working on staffing. We should be able to accomplish our goals, and each library will have had at least one class except for Highland who didn't respond.

Storywalk Grant - With this grant we'll be able to spread our foot print throughout downtown. Ashley explained that storywalks are paths that have pages from a story along the trail that folks can read while they walk.

City of Johnstown Grants - We're working on the wifi grant. The Hotspots are going out frequently with a lot of positive feedback on new cost, and the holds list is long. We're working

on getting additional equipment. Some items were more expensive now so we're deciding what to cut. Bill wanted to know who's using the hotspots, Ashley responded that everyone uses them. Alan wanted Ashley/Joel to look into using some of the money for wifi in the governor's new budget.

Annual Report – We're working hard on reviewing the other libraries' reports, and Ashley and Steph are working on CCL's. Bill wanted to know where the question about Endowment funds came from. Ashley and Maria aren't sure where it came from, or why the state wants that information. Ashley noted that it's misleading since much of those funds are restricted.

Building Updates - The new hot water tank was installed, as is the new carpet. Steve is working on paint touch-ups, and prepping for the HVAC. Steve is also working on some other building issues like a column with a pipe in it that backs up whenever it rains, which gets the carpet wet and effects the drywall.

Network for Good - We've been using them for fifteen years, the software manages donations, ticket sales, and other functions. We use an older version that's inexpensive, and the company is slowing dropping features. This time they dropped ticketing. As a short term solution we added a ticketing widget to our website, and are looking at different donor management systems in the meantime. Hopefully next year there's room in the budget for one.

Donor Recognition - We promised an in-person event for top tier donors to our Next Chapter Capital Campaign which will happen on April 26 from 4 -7, all board members are invited. We currently hope to have it on the patio. Alan noted that later there will be an Open House for the public in the near future.

Director's 2023 Goals and Priorities - Ashley is working on balancing the day-to-to-day operations, system work, and the library's vision for the future. She will strive to work more on long-term strategy and being proactive rather than getting focused on putting out fires on a daily basis. John had a question about the Fine Free Amnesty Day on Ashley's low priority goals. Ashley explained that it's a day/event were folks can come in and have their fines waived.

Old Business

1. Ratify insurance approval

A motion to accept and bind the liability and property insurance policy as quoted by the Reschini Group and recommended by the Executive Director was made by John Skelley via email on January 25, 2023. It was seconded by Kevin Persio with aye votes by Marlin Plymette, Alan Metzler, Bill Lantzy, and Sylvia King.

2. Ratify awning approval

A motion to purchase three awnings from Best Window and Door was made by Bill Lantzy via email on January 30, 2023. It was seconded by Marlin Plymette with aye votes by Alan Metzler, Yamila Audisio, John Skelley, Warren Crilly, and Sylvia King.

3. Ratify patio furniture approval

A motion to purchase 9 sets of tables and chairs and 5 Adirondack chairs through polywood.com at a cost of \$11,270.98 provided they can be protected from theft was made by Marlin Plymette via email on March 2, 2023. It was seconded by Alan Metzler with aye votes by John Skelley, Bill Lantzy, Yamila Audisio, and Cara Ferrante.

New Business

1. Committees:

- a. Governance- The committee reviewed the two resumes that were submitted for anticipated vacancies. Alan and Ashley will meet with Torok and Rumpf and it's anticipated they will be recommended for appointment at the next meeting to replace Cara and John for their terms ending in April.
- b. Finance – Will work on and finalize procurement policy, will work on advocacy to politicians
- c. System- Need for a specific system get-together

A motion to enter executive session for personnel issues was made by John Skelley at 5:02 pm and seconded by Marlin Plymette with all in favor.

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

A motion to adjourn the meeting was made by Sylvia King and seconded by Alan Metzler. None opposed.