

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
April 19, 2023

The meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, April 19, 2023.

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

Members via Phone: Warren "Tripp" Crilly, Alan Metzler, Kevin Persio

Members Absent: Cara Ferrante,

Others: Ashley Flynn, Maria Cuccaro

Call to Order:

The meeting was called to order by Bill Lantzy at 4:01 PM.

Consent Agenda:

Motion to approve meeting minutes of March 15, 2023 was made by John Skelley and seconded by Sylvia King with all in favor. Motion carried.

Treasurer's Report:

Ashley read a brief report in Stephanie's absence. The library received \$200,964.54 from Cambria County, which includes extra milage. Payments were sent out to other libraries. The library received \$3,527.57 in grant income for the Digital Literacy Grant and \$4,500 for the Teen Reading Lounge Grant. Hot Spot Rental Fees will be down this year due to the City of Johnstown Broadband grant as we're now only charging \$5 per hot spot. Expenses are right on track, with our grant expenses relating mostly to the patio furniture and computer purchases for the broadband grant. We are still waiting on payments from two of our county libraries for the automation expense. The new furniture and equipment purchases were funded through a donation made last year from the family of Martha Banda.

Sylvia asked where things stood with the credit cards for the library and shared concerns about fraud. Discussion occurred over possible ways to mitigate fraud and reduce the number of cards in use. Ashley suggested that the finance committee meet to work on this issue.

The Treasurer's Report was filed for Audit.

Director's Report:

Library Services – We're starting to plan for our upcoming summer programming and Ashley is mindful of the potential impacts of our HVAC work. She's trying to limit the number of external books in the Community Room so we'll have space available if the third floor becomes too hot for the public to use. Yamila inquired about air circulation for the historic collections and microfilm as mold can be a concern. Ashley said that the new HVAC will be a major upgrade, but that she would take care to protect the materials in the interim period.

CFA Grant - We're just waiting for the downlighting to be installed. They've run the wires, now it's just a matter of installing the can lights.

Digital Literacy Grant - We're finishing up the remaining classes at our libraries and hope to schedule more at the Cambria County Library prior to the conclusion of the grant period.

City of Johnstown Grants – With the broadband portion, all the equipment has been ordered for the conference room to all for hybrid meetings. We're just waiting on installation. We purchased the charging station. For the Food Insecurity portion, so far it's been very well attended. We're working on finalizing the sustainable food garden with Leah and the Master Gardener. The garden will be on the Walnut St. side of the building after the patio.

Mural Updates - Working moving forward, the committee sent a scaled down list to improve the look. Above the entrance we're asking him to use images/icons symbolizing the other functions of the library. His mock-up was not as expected, but we did approve the logo panel so that it could be painted at an event the Bottleworks is hosting Friday. We also wanted to be cognizant of which books go where, for example the corner of building where you can see the incline will have books on Johnstown.

COJEC – We're ready to reengage with Mike Artim, and are waiting for a few documents he had promised in order to move forward. We would like to be able to invite users of the Entrepreneur Center to patronize the library when the center is closed, but we want to verify that all elements of this proposed partnership are appropriate in terms of his funding first.

Annual Report – They're all submitted, we're just waiting for feedback. Most of the changes requested were to the notes, OCL just sent out the corrections so there is still some work to do.

District Negotiations - The meeting is tomorrow, and it's a formal process we go through to expend the District Aid. The District Advisory Council approved it already, and the directors and Office of Commonwealth Libraries are presented with it tomorrow to vote on it. John asked what we're negotiating. Ashley answered that we're negotiating the budget for district aid. There isn't a lot to talk about since there isn't a lot of wiggle room in the budget this year due to the increase in shipping costs for IDS. We also build the salary of folks who do district work into the budget. Since there wasn't enough funding to fully support the salaries CCL will have to pick up the difference.

System Updates – Ashley explained that to show movies at programs you need to have a movie license. If three or more libraries sign-up there's a discount. Right now there's only CCL and one other, but she's working to facilitate that process. She's also working on the event ticketing issue for the website. We spoke about Network for Good last month, and how they no longer offer ticketing for events. We were able to find a work around using a plugin on the website. Now people can register for events or purchase items online. In the future we can look at better options that would include more robust donor management options.

Building Updates - The patio will be opening the week or next week, and folks are already excited. We're working on creating policies for appropriate usage of that area. We're also working on getting proposals for architects for the design work of the third-floor renovations. We're getting proposals from a firm in Pittsburgh, and a local firm. JP Jay had been in contention, but we've opted to go in a different direction. Alan added that the board had previously approved an expenditure of up to \$28,000 for work with an architect for renderings and design.

Networking - Ashley met with Rob Forcey and Quan Britt from Vision 2025 to establish a relationship with them since they've taken over the organization. Ashley thinks Rob will be a good fit. She also attended the Penn Highlands Internship Fair and encouraged students to consider options here at the library. There aren't any library science programs, but other ones could be a good fit for other roles here. It's an unpaid internship where the students get college credit.

Staffing Updates – Our administrative assistant is out on leave and we're looking at ways we'll need to revamp that role for the long-term future. Our new Bookstore Manager will be starting soon. Our Young Adult Librarian, Hope, will be starting May 8. Our Temporary Circulation Employee, Mykkie, is a great fit.

Old Business

1. Ratify computer purchase approval

A motion to purchase new public access computers with the City of Johnstown wifi grant funding in the amount of \$37,080.12 was made by Bill Lantzy via email on March 23, 2023. It was seconded by John Skelley with "aye" votes by Marlin Plymette, Alan Metzler, Tripp Crilly, Sylvia King, and Yamila Audisio.

New Business

1. Reorganization

Alan noted that we had attempted to obtain new board members from other local libraries as well as CPA. We also appreciate and recognize John Skelley and Cara Ferrante for their significant and important contributions to the library.

A motion coming from the governance committee chair to approve the reorganization slate as follows was seconded by Kevin Persio with all in favor.

- i. Approve Geoffrey Rumpf
 - ii. Approve Cathy Torok
 - b. Renew Warren "Tripp" Crilly for another term
 - c. Officers – Approve slate as presented:
 - i. Alan Meztler – President
 - ii. Bill Lanzty – Vice President
 - iii. Geoffrey Rumpf – Treasurer
 - iv. Marlin Plymette – Secretary
 - d. Review updated committee list
2. Approve device lending policy
There was discussion of this policy, with some board members expressing concern that laptops or chromebooks were too expensive to lend without requiring a deposit from users. Other ways to hold users accountable for the value of the equipment, and ways to recover the cost of the equipment, were also discussed. Liability was also raised, though it was determined that the library was not likely to be liable if an act of harm was done with a piece of library equipment offsite. It was decided to table the vote until more research had been done regarding ways to lend the items without risking loss of materials.
3. Approve parking lot resealing
Laurel Asphalt had the high bid and LTM was a close second. KB was quite a bit lower, and Alan recommended accepting them after a few verifications and reference checks had been completed.
A motion to accept the bid for parking lot resealing by KB Blacktop was made by Sylvia King and seconded by Marlin Plymette with all in favor.
4. Committees
 - a. Governance: waiting for conflict of interest from Cara, Tripp, Sylvia, Geoffrey, and Cathy
 - b. Finance: Geoffrey is going to jump into the procurement policy, Cornerstone investment policy, credit card status and employee retention credit. For the employee retention credit we're working with an outside firm that only gets paid if we get funds.
Donor appreciation next Wednesday from 4-7 a drop-in event on the patio.
 - c. System: Send dates training day information and dates to the CCL board.

A motion to adjourn the meeting was made by John Skelley and seconded by Yamila Audisio at 5:24 pm with none opposed.