

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CAMBRIA LIBRARY ASSOCIATION**  
**May 17, 2023**

The meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, May 17, 2023.

Members Present: Alan Metzler, Cathy Torok, Bill Lantzy, Geoff Rumpf, Sylvia King

Members via Phone: Kevin Persio

Members Absent: Tripp Crilly, Marlin Plymette, Yamila Audisio

Others: Ashley Flynn, Maria Cuccaro, Stephanie Young

Call to Order:

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

Consent Agenda:

Alan began the meeting by welcoming our new board members, Geoff Rumpf and Cathy Torok, and expressing appreciation for the skills and expertise they bring to their new roles.

There was discussion of the recent and upcoming district-wide training days and a suggestion was made to move the networking portion for trustees to the beginning of the sessions. Maria noted that attendance at the Somerset session was very good, and that Christi Buker of the Pennsylvania Library Association would be speaking at the final session at the Lilly-Washington Public Library, with a date still to-be-determined.

Motion to approve meeting minutes of April 19, 2023 was made by Cathy Torok and seconded by Geoffrey Rumpf with all in favor. Motion carried.

Treasurer's Report:

Geoff Rumpf presented the report and asked for feedback from the board about what they'd like to see presented each month. Alan requested something that was a bit easier to read. Alan said that he would be interested in hearing about exceptions, and the budget year to date. Geoff also wanted 90 days to work with Steph to understand our accounts, and commented that the current report is very comprehensive. He recommends a Profit and Loss statement instead and leave the rest of the details to Steph and him. Bill would like to hear about anything unusual, since we're dealing with several different funding areas. Alan commented that we have a lot of grants right now that need to be kept track of.

Bill wanted to know if Geoff had had a chance to review CCL's CFA account. Geoff replied that he looked at it generally, what we've earned, fees, etc. He wants to review the fees since that seems a bit high to him, but otherwise seems fine. Alan would like an update with Cornerstone for a report on our holdings. Geoff added that he would like information on growth, and where else we can put it. Alan commented that the account has been very conservative in the past, and that it doesn't need to be changed but he would be open to that. He also noted that the account has done fairly well in the past. Bill commented that we've received a lot of grants from the CFA over the years. Steph noted that the fees are charged every quarter even if we don't make any money.

Geoff is working with Steph to clear up some uncleared checks from 2013/14, and some unpaid bills, which might just be an issue with QuickBooks.

Geoff noticed that the company who does our audit is the same company that does our payroll, and he feels that is a conflict of interest, and Kevin agreed. Alan noted we fund the audits for the other libraries and suggested that Wessel could be an option. Ashley responded that the contract with Barnes & Sally gives us a better deal for all the audits than Wessel is able to. Geoff would like to move our payroll. Ashley commented that she's not sure if the audit deal would work with just 13 libraries, but that it is only a three-year contract, so we could choose not to renew.

A motion to review the audit and payroll process and assign that to the finance committee was made by Geoff Rumpf and seconded by Sylvia King with none opposed.

The Treasurer's Report was filed for audit.

Sylvia asked which libraries had their payroll done with Barnes & Sally. Ashley responded that it is just CCL. Sylvia mentioned that QuickBooks has a payroll feature and that AmeriServ also has a payroll service they offer. Geoff & Bill commented that that would still be a conflict of interest since there are two board members who work there.

#### Director's Report:

*Library Services* – Summer programming and outreach events are on the horizon.

*Grant Updates* – Keystone: HVAC is coming along, right now there is none in the building, but Ashley has a meeting on 5/18 for updates. They moved up the timeline for the third floor, as the whole building was never supposed to be without AC at once, but the third-floor unit should be operational soon. CFA: We're just waiting on the final install for the exterior lighting which should happen in early June. Digital Literacy: The grant runs through July but we're mostly finished with the classes at other libraries. We may be doing a few more here, but won't be going for this grant again due to the issues with staffing the grant. Food Insecurity Grant: The sustainable garden should be installed by fall. Matt Ward: Alan and Ashley had a meeting with him to discuss opportunities for the library and he promised to provide a briefing sheet example that could help us moving forward. NNLM: Because of our partnership with Pitt to

offer the All of Us program, we qualify for a grant opportunity through the National Network of Libraries of Medicine that would support that All of Us program and potentially allow for some building improvements as well.

*Mural Updates* - We're trying to get this finished. About one quarter of the books are ready for approval from the committee. A couple have some dark imagery that we want to scale back. Ashley met with the muralist today and we should have an updated version by the end of the week, and it should be hung by the fall.

*Annual Report* – All have been completed and submitted.

*District Negotiations* – We're just waiting on signature pages from our libraries.

*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 parking lot is scheduled to be resealed over Memorial Day weekend. Ashley would also like to have the bricks painted a more neutral color to better complement the mural.

*Third Floor Updates* – Ashley is working on obtaining proposals for the third-floor renovations. One firm is GBBN which does a lot of library work out of Pittsburgh, and the other is a local architect firm. The library previously approved an expenditure for similar work, but the engineering firm wasn't specialized in libraries and Ashley wanted to pursue a plan that would produce a better end result.

*Staffing Updates* – There is a temporary person currently filling the administrative assistant role while we look at what we want moving forward. Our new Reference / Young Adult Librarian will be starting soon.

*Networking* - Ashley and Alan attended the Act 47 Ext Ceremony for the City.

*Director Vacation* – Ashley will be on vacation for the last week of the month.

### Old Business

1. Ratify adoption of resolution for new bank signer

A motion to adopt the following resolution was made by Marlin Plymette via email on April 25, 2023 and seconded by Kevin Persio. Bill Lantzy, Yamila Audisio, Alan Metzler, Sylvia King, and Cathy Torok voted in favor.

The Board of Directors of the CAMBRIA LIBRARY ASSOCIATION adopts the following resolution:

WHEREAS, this organization proposes to remove CARA FERRANTE as a signer from all bank accounts following the conclusion of her board term as treasurer; and

WHEREAS, this organization proposes to add GEOFFREY C. RUMPF as a signer to all bank accounts following his appointment to the board as treasurer;

RESOLVED, that the funds of the CAMBRIA LIBRARY ASSOCIATION shall be subject to withdrawal by checks, notes, drafts, bills of exchange, acceptances, orders or other instruments made in the name of said organization and signed by Geoffrey C. Rumpf, Treasurer.

FURTHER RESOLVED, the person above named is authorized on behalf of this organization and in its name to endorse, negotiate, and receive, or authorize the payment of the proceeds of any negotiable or other instruments or orders for the payment of money payable to or belonging to this organization.

2. A motion to remove Connie McClain from all bank accounts no matter the location was made by Geoffrey Rumpf and seconded by Bill Lantzy with all in favor.
3. A motion to add two signatures to all bank accounts was made by Sylvia King and seconded by Bill Lantzy with all in favor.
4. A motion to add the positions of Director, Treasurer, and President, as signatures on all bank accounts, was made by Bill Lantzy and seconded by Cathy Torok with all in favor.
5. Device Lending Policy - Ashley is looking into creating a policy that takes the boards concerns into account while still adhering to the grant application, which indicated that we would allow the devices to leave the building. We're currently looking at policies from other libraries that lend laptops out. No other library that lends them out require collateral, they just have shorter lending times, and take them to the magistrate as needed.

#### New Business

1. Committees – Geoff suggested moving committees to reports instead. Updates can be part of the report section and any old / new business can be dealt with there.
  - a. Governance: waiting for conflict of interest from Tripp.
  - b. Finance: Geoff will address the Procurement Policy, credit card policy, and employee retention plan in Old Business in the future
  - c. IT: Cathy is the chair of the committee, and we need to work on objectives for the committee

A motion to adjourn the meeting was made by Geoff Rumpf and seconded by Cathy Torok at 5:03 pm with none opposed.