**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**October 18, 2023**

The meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, September 20, 2023.

Members Present: Rev. Sylvia King, Bill Lantzy, Marlin Plymette, Cathy Torok, Alan Metzler, Yamila Audisio, Geoffrey Rumpf

Members via Phone: Warren “Tripp” Crilly

Members Absent:

Others: Ashley Flynn, Maria Cuccaro, Leanne Zdravecky, Leah Johncola, Jodi Holland

Call to Order:

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

Consent Agenda:

Geoff mentioned that the contracted services line item was over, and Ashley explained that was due to a temporary staff person who filled a vacancy short-term. Alan asked about the updates in the community room.

A motion to approve meeting minutes of September 20, 2023 was made by Geoffrey Rumpf and seconded by Sylvia King with all in favor. Motion carried.

Treasurer’s Report:

The Treasurer’s Report was filed for audit.

Presentation of Pennsylvania Library Association Award Winners:

A Best Practices Award for Family / Multigenerational Programming was awarded to Leah Johncola, Kristen Panek, Jodi Holland and Natalie Holland for their collaboration on the Instrument Petting Zoo and Symphony Stories. Leah thanked the board for opportunity to do programs like this. Jodi’s daughter (Natalie Holland) helped plan and implement the program as part of her Gold Award for the Girl Scouts on literacy in music. They also partnered with the Johnstown Symphony Orchestra and the Johnstown Youth Symphony Orchestra. They created two-part storytimes which included Kristen reading children’s books in interactive videos featuring music from a particular instrument. As a second component, the performer of the musical sound clip then talked about their instrument and explained how they produced the sound featured in the story. They also started circulating five Instrument Kits which were purchased with a grant from the Community Foundation for the Alleghenies. The programs focused on Civic & Social Literacy and Health Literacy. They also kept equity, diversity, and inclusion in mind while planning. The videos and the kits were a great way for folks to participate that weren’t able to come to the petting zoo. The programs used a $500 grant from the CFA and relied on volunteer musicians. Instrument Petting Zoo had 130 folks in attendance and the videos have had 300 views on YouTube. Bill wanted to know how many videos were created. There were eight in total. Sylvia wanted to know if the schools were involved. Leah responded that yes they had advertised at the schools, and the students were volunteers.

Board President Alan R. Metzler had been awarded the Trustee of the Year award from the Pennsylvania Library Association. Ashley congratulated him on receiving the honor and he thanked Ashley for the nomination and the board and staff for their continued efforts on behalf of the library.

Chairman’s Report:

Alan noted that he would add to Ashley’s report.

Director’s Report:

*Library Services –* This is the busiest season for outreach events: the parade, Trunk or Treat, and Trick or Treat at the StoryWalk. Alan wanted to know if there had been any information on the vandalism. Ashley said there was not but that everything was repaired. Storytimes are in full swing. The only interruption to services is the installation of the ADA bathroom, but folks are still able to use the Community Room. The Banned Books Week presentation and event were great.

*Grant Updates* – Keystone Grant: It has been submitted for reimbursement. The work is ongoing, as they still need to replace the temporary pumps, and we will have to fill out some remaining paperwork. Sustainable garden: We’re working through some recommendations from the Master Gardner. All of Us PA Grant: They’re giving us some wiggle room so that we are able to pay for the bathroom after the work is complete. We bought a smartboard that is currently in the Gates Lab but can be moved to other locations. Alan wanted to know who is using it. Ashley responded that the whole staff will receive training on it. CareerLink is also able to use it. We also purchased a lot of ADA accessible equipment and new technology.

*Mural Updates* – The mural is complete! Visit Johnstown did a great video showcasing the mural and the response has been very positive. We had one patron make a negative comment about the inclusion of the Diary of Anne Frank, but otherwise everything has been extremely positive.

*GBBN Floor Plans* – Ashley is meeting with them, they are going to take concerns from the staff into account and create an updated rendering. Then will come phasing and costs.

*PaLA Conference Overview* – There were a ton of great sessions. Ashley took sessions focused on a fundraising, sustainability, strategic planning, and board development and has many positive takeaways to share with board.

*Behavior Policy* – This will be ready for board approval very soon. There has been discourse among the staff about the unattended children’s policy. Ashley commented that policies vary widely among libraries. Some children could be fine depending on their behavior, the problem arises when an alarm goes off requiring evacuation, or if an unattended child is here at closing. In the case of an unattended child at closing the police are called.

*Staffing Updates* – Ashley noted that Leanne has been a great addition, but that they think they will need to add another administrative assistant as suggested by the consultant.

*BOD Dates 2024 -* Assuming the same schedule we would meet the third Wednesday at 4:00 p.m. No meeting in November and the December meeting would be at the beginning of the month. There may be an issue with Juneteenth. Our next meeting this year is in December. Bill asked if our bylaws have a specific day or time the board has to meet. Alan responded that we don’t have to follow the Sunshine laws, and Ashley responded that the board does not have to meet on a set day.

Committee Reports

Governance: Only Tripp needs to sign the Conflict of Interest, Ashley can send it to him electronically. The bylaws were sent to everyone and reside in box.com so that each board member can review. Tripp is working to find a replacement for Kevin. Kevin resigned, but we want to look for someone else with a legal background. Geoff suggested advertising online. Ashley would like to be mindful of selecting diverse and community minded folks.

HR Committee: The director’s annual review is coming up and will be a focus for this committee.

Finance: Everything will be in place by next meeting. ERC is moving forward with the paperwork. Payroll information to come soon. Regarding the audit, we have an overage in FDIC funds. Some of your funds are not eligible for FDIC, all public and nonpublic funds should be in separate accounts. Since Steph is leaving completely Geoff will be more involved and try to automate everything.

Building: The fence in the grassy area is coming along. Alan and Ashley are struggling with signage for the building. Geoff wanted to know if we could ask the city/county to put more up. Alan agreed that we should lead with that. Ashley responded that the folks involved with the Main Street streetscaping project had mentioned wanting to help the library with wayfinding.

System: None.

Technology: Cathy reported that the committee had approved the charter, but would like a motion from the board approving it. Cathy will resend it to the board so everyone has a chance to review and then a vote will be called. The Technology and Security Gap Assessment is coming up with a list of what gaps exist and technology needs for staff so the committee can decide what to tackle and when. Alan commented that the staff computers are very outdated. We only have a one person IT department.

Old Business

None.

New Business

1. Accept resignation of Kevin Persio

A motion to accept the resignation of Kevin Persio was made by Geoffrey Rumpf and seconded by Cathy Torok with all in favor.

1. Emergency Lighting

Alan has been looking into it and we’re not up to code with the way things stand. We were grandfathered in due to the age of the building, but the generator quit working, so we had to look for options to restore the emergency lighting. One bid for $22,000 was to replace and improve what we have. We discussed the permits with the city. Of concern is the faulty generator in the building. We have a $30, 000 anonymous donation to help pay for the upgrades. There are two parts, lighting and then the removal of the generator for a total of $24,000. The scope for the contractors has varied in widely. With the new lights we will not require a new generator since the emergency lights are battery powered.

A motion to approve the $24,000 bid for emergency lighting was made by Marlin Plymette and seconded by Cathy Torok with all in favor.

The existing generator will be capped and removed. Cathy wanted to know if we were on second power. Ashley doesn’t know, but will check. Geoff mentioned that we are 21% over budget for maintenance right now, so we want to make sure it’s covered. Cathy wondered if we could use the room the generator is in for something else. Ashley commented that the generator is not in a room, it’s in a hallway with a small movable half wall around it.

PA State Budget: The budget was passed excluding the language that allows them to disperse funds to the Department of Education. So far, we have not received our allocation of district funds, which would have been expected in August.

There won’t be a November meeting as we have our budget meeting planned for December 6.

A motion to adjourn the meeting was made by Sylvia King and seconded by Bill Lantzy at 5:15 pm with none opposed.