**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**June 21, 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, Bill Lantzy, Geoff Rumpf, Marlin Plymette, Yamila Audisio

Members via Phone: Cathy Torok, Sylvia King

Members Absent: Tripp Crilly, Kevin Persio

Others: Ashley Flynn, Maria Cuccaro

Call to Order:

The meeting was called to order by Alan Metzler at 4:04 PM.

Consent Agenda:

Bill asked for clarification on the Applications for State Aid and the Service Area Guidelines. Maria explained that Office of Commonwealth is reevaluating their processes and trying to get those procedures more in line with state requirements.

A motion to approve meeting minutes of May 17, 2023 was made by Cathy Torok and seconded by Marlin Plymette with all in favor. Motion carried.

Treasurer’s Report:

Geoff Rumpf presented the report and noted that Revenue was at $170,000 and Expenditures were at $92,000. We have $506,000 in the bank and $882,000 in all accounts. Geoff worked with Steph to reconcile all accounts and there are only a few issues. Some are old accounts that need to be closed.

The Treasurer’s Report was filed for audit.

Chairman’s Report:

Alan asked Maria about reaching out to legislators regarding the budget. He and Ashley met with Senator Langerholc and plan to meet with Representative Frank Burns about the budget. Alan would like to distribute letters to system members to send to their legislators to ask them to support libraries in the budget. Bill would like to see PaLA requesting more funding. Alan suggested mentioning the minimum wage issue in letters.

Director’s Report:

*Library Services –* The SummerQuest kickoff event for all ages last week had great attendance with over 150 folks attending. The Storywalk ribbon cutting was June 9. The Storywalk connects to Cambria City. The library is closing at 6 today due to the heat. The staff are starting to get fed up with the heat. The contractor says there will be cooling by Friday, but Ashley thinks it will be later. CareerLink has closed early which is demoralizing for staff. The refrigerators in the Story Time Theater, the light table, and a computer have all gone down, which Ashley speculated could have been related to the heat. The third floor is fine, but that also an issue since we could have closed the third floor while the rest of the building is open but, the third floor can’t be the only floor that’s open. Bill wanted to know if there is anything in the contract that covers how long we can be without AC. Alan responded there is not, and that there was a supply chain issue with parts needed to get the AC back up. Bill used a temporary AC unit when he worked, and he wondered if we might be able to borrow some for the library. Bill was going to look into the units he’s used in the past.

*Grant Updates* – Keystone: Ed Lupico from OCL came out to view our progress, and took a few pictures of the boiler room. Digital Literacy: Barb is finishing up the last couple of classes. There’s a lot of money remaining and the grantors may allow us to purchase replacement furniture and equipment. Ashley noted that we are still waiting on the installation of equipment purchased using funds from the City of Johnstown’s ARPA grant for technology. Sustainable Garden: The raised beds will be delivered next week, but won’t be installed until after the mural is up. NNLM opportunity from All of Us PA: this grant opportunity is available due to our partnership with All of Us and was invitation-only. We hope to use the money to install an ADA bathroom across from the community room. We may also be able to purchase furniture and equipment with the grant. We also want create private areas for folks to meet to discuss their All of Us results. We could receive as much as $100,000 in funding, but there is a very short timeline to expend the funds. The grant is due at the end of the week. Alan wanted to know what the estimate for the bathroom was. Ashley responded that it was $30,000 but that she’d put at least $45,000 on the application. Bill wanted to know when we would know if we received the grant. Ashley responded we would know soon since the money needs spent by the end of September, and projects should be fully implemented by the end of the year.

*Mural Updates* - The concept is finally finished and the press release and public paint days are being promoted now. If you want to paint you should reserve your space now with the Bottle Works as they may fill up fast.

*Building* – The preparations are completed for the Sustainable Garden area and things look very good outside.

*Third Floor Updates* – The architect is holding public comment session for staff and the public on July 27. The architect will use that feedback to inform the proposal and design that’s developed.

*Staffing Updates* – Bayley has opted not to return to work after her maternity leave, but our temporary staff person Mykkie was willing to fill Bayley’s position in a long-term capacity and is a great fit.

*Behavior Policy Updates Underway –* Ashley noted that she is working on updating this policy with staff since it hasn’t been updated since the 90’s. We’re hoping to fix some of the odd quirks and make sure it’s designed to ensure the safety of staff and patrons with current library usage in mind.

*TLW Consulting Underway -* Trina Walker is coming Monday to meet with the Admin team to interview key administrative staff and help determine our needs for personnel moving forward.

*Networking -* Ashley and Alan met with Senator Langerholc and are setting up a meeting with Representative Frank Burns. She also met with the Community Foundation for the Alleghenies as a follow-up with federal lobbyist Matt Ward. The biggest issue is getting operational money, not other grants.

*Book Boxes Update (System) -* These were funded using the ARP IMLS grant. We’re refurbing old newspaper boxes to make little free libraries in the county. The project has been taking a while since the Vo Tech we’re partnered with has some broken equipment they’re not able to repair until next school year.

*ABC Mouse* – This contract needs to be renewed for another year. The funding was written into the County Coordination Aid budget for this upcoming year. The cost is just over $4,000, and patrons have been using it a lot with very positive feedback.

*Thunder in the Valley* - The library is closing Saturday during Thunder in the Valley. Regulars don’t come to the library and the people here for Thunder just come in to use the bathroom. We have not had success in the past with trying to sell snacks or drinks.

Yami and Geoff both noted that the Summer Quest kick-off event was wonderful and complimented the library staff on a fantastic event.

Committee Reports

Governance: Alan would like the bylaws to be reviewed annually.

Finance: The first meeting was today. They discussed the payroll issue. Cornerstone is coming to the next meeting. The committee recommends going forward with the Employee Retention Credit to see if we qualify. Geoff wants to make the financial reports much smaller and more of a visual representation that goes out five days before the meeting. Policies to develop include depreciation, procurement, policy to review policies and contracts, and an insurance review. Health care move to the HR committee. The committee is looking at closing some accounts, and decided we didn’t need any subcommittees at this time. The audit hasn’t arrived yet, but there are no significant findings, just some changes needed to journal entries.

HR Committee had nothing to report.

Building: Alan wants to meet after the grant is submitted to plan the spending. The committee is waiting for the architect to get back to us.

System: Bill wanted to know how the district training in Indiana went. Ashley commented that it was a little heavier on general social media instead of on hiring than we expected.

Old Business

1. Ratify Motion to accept GBBN proposal   
   A motion to accept and move forward with a proposal by GBBN Architects, Inc, for design work of approximately $28,000 was made by Marlin Plymette via e-mail on May 31, 2023. It was seconded by Cathy Torok with Aye votes by Sylvia King, Bill Lantzy, Geoff Rumpf, Alan Metzler, and Yamila Audisio.
2. Ratify motion to accept TLW proposal   
   A motion to accept a proposal by TLW Strategy, not to exceed $4,000, for consulting work related to the reorganization of the executive suite was made by Marlin Plymette via e-mail on June 1 ,2023. It was seconded by Geoff Rumpf with aye votes by Cathy, Bill Lantzy, Tripp Crilly, Kevin Periso, Yamilia Audisio, and a no vote from Sylvia King.
3. Device Lending Policy: Ashley should have a policy for the board to vote on next month. Barb provided a thorough list of considerations in her report. No other libraries who lend these devices accept a deposit before lending, although we will be presenting a shorter loan period. Geoff wanted to know if the policy was in effect. Ashley responded that it was not. The program was delayed after feedback from the board. The board felt patrons should leave a deposit before borrowing these items due to their expense.

New Business

1. A motion to close the Northwest bank account and open a new account with Somerset Trust with three signers at minimum was made by Geoff Rumpf coming from the Finance Committee. It was seconded by Bill Lantzy with all in favor.

A motion to adjourn the meeting was made by Marlin Plymette and seconded by Geoff Rumpf at 5:05 pm with none opposed.