**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**July 19, 2023**

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

Members Present: Bill Lantzy, Marlin Plymette, Yamila Audisio, Cathy Torok

Members via Phone: Alan Metzler, Geoff Rumpf

Members Absent: Tripp Crilly, Kevin Persio, Sylvia King

Others: Ashley Flynn, Maria Cuccaro

Call to Order:

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

Consent Agenda:

A motion to approve meeting minutes of June 21, 2023 was made by Marlin Plymette and seconded by Cathy Torok with all in favor. Motion carried.

Treasurer’s Report:

Geoff Rumpf presented the report and noted all accounts are reconciled and we’re currently on target with the budget.

The Treasurer’s Report was filed for audit.

Chairman’s Report:

Alan noted that the library and Ashley have been very busy. There’s a lot of exciting things coming up, which will be discussed in other sections of the meeting.

Director’s Report:

*Library Services –* SummerQuest Programming’s end of summer celebration is next week on Tuesday and Wednesday. There was a good turn-out of both children and adults this year. Teen participation was a bit low this year but that is probably due to the transition period in staffing, although Aria has jumped right in. There’s going to be a lot happening in September with Library Card Sign-up Month, and Banned book Week.

*Grant Updates* – All of Us Grant: we were awarded $113,000. Barb worked on the grant in a couple of days. They approved all the asks in the grant, but all the money needs spent by the end of September, and the work needs completed by the end of the year. It’s not a reimbursement grant so we can ask for the money and they cut a check. Keystone: is 67% complete. Digital Literacy: We’re waiting for a response on if our revisions were accepted or not. Sustainable Garden: We’re ordering another planter.

*Mural Updates & Future Block Party* - There are still times to paint. Ashley is working on setting up a staff only time/day to paint. We’re planning a block party to celebrate the mural and the patio in September to show off the changes. We’re trying to be smart about the date and avoid conflicts.

*Building* – HVAC: 67% of the HVAC is complete, we’re still shooting out debris from the vents. The next major impact will be when they switch out the temporary pumps with the permanent ones. Outdoor area: We would like to add a fence to the grassy area at the front. Ashley would like to get a quote to fence in that area for programming. The sustainable garden grant has some extra money so we may be able to use that. Alan noted that we’re also looking to provide access to the patio from inside the library.

*Pie Shoppe Sale –* Thisis underway, folks can order online or with an order form.

*Third Floor Updates* – The architect input sessions are next week, please encourage folks to come. There will be some surveys available, but it won’t be as effective as attending in person. It’s a drop-in event. Board & staff input is at 1-3, the one for the public is 3-5. We’re not as worried about the regular stakeholders since we already know what they’d like to see. Alan noted that we’d like to hear from folks who don’t use the library and why. Cathy asked if the PA room going to be replaced? Ashley explained that preliminary thoughts were to convert periodical room to an archive room and change the PA room to a conference room. We want to make it more like a large city archive room to make it more workable.

*CareerLink Resource Fair – September 13* - All of the Southern Allegheny CareerLinks are doing a program aimed at folks who face barriers to getting work. Attendees here will have a passport that can be stamped at each station. We’d like to have an expungement station.

*StoryWalk Vandalism* - Three of the plexiglass windows need to be replaced. There had been a fenced area that needed replaced, and it may be the same folks who damaged that. Board members discussed the issue, and suggested that the police be told and an official report be filed. Board members also wanted the public to be told about the incident, and suggested that Ashley work with police on possible camera footage from the area.

*Conference Planning* - The PaLA Conference is October 1-4 at the Kalahari Resort in the Poconos. A lot of folks would like to attend, but we only have $4,000 in the conference budget, but plenty in other line items that could be reallocated. Alan noted that Ashley had previously mentioned this to him and he has tentatively approved it. Ashley added that a program will be awarded an honor at the conference.

*Staffing Updates* – Amber from the children’s feed program put in her notice, the schedule wasn’t working, so we’re hiring a replacement.

Committee Reports

Governance: None

Finance: Cornerstone sit-down is August 9. Payroll & procurement policy, are all pending.   
Synergi call notes are attached, it’ll be 8-10 weeks after we turn in task list.   
Audit: not a lot there.  
Procurement Policy: 50% done, reimbursement policy is going to be separate, same with gift policy to staff.   
Somerset Trust account is going to be opened, Ashley and Steph are closing the North West account.

HR Committee: None

Building: None

System: Maria noted that the upcoming event is August 29 from 5-7, we’re pushing for attendance from local boards. Alan would like invites to go out too.

Technology: Draft charter is done, Ashley is sending it out for review. Please let Cathy know if you have any feedback. The first meeting is in August.

Old Business

1. Device Lending Policy

A motion to approve the device lending policy was made by Geoff Rumpf and seconded by Marlin Plymette with all in favor.

New Business

1. none

A motion to enter executive session for legal and personnel matters was made by Cathy Torok and seconded by Yamila Audisio at 4:52 pm with all in favor.

A motion to leave executive session was made by Marlin Plymette and seconded by Cathy Torok at 5:15 pm with all in favor.

A motion to adjourn the meeting was made by Cathy Torok and seconded Yamila Audisio at 5:16 pm with none opposed.