**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**August 16, 2023**

The meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, August 16, 2023.

Members Present: Bill Lantzy, Marlin Plymette, Cathy Torok, Geoffrey Rumpf, Alan Metzler

Members via Phone: Sylvia King, Tripp Crilly

Members Absent: Yamila Audisio, Kevin Persio

Others: Ashley Flynn, Maria Cuccaro, Stephanie Young, Joyce Homan

Call to Order:

The meeting was called to order by Alan Metzler at 4:01 PM.

Consent Agenda:

There was a brief discussion of the county coordinator’s report, including clarification of the Cresson Public Library’s need to hire a person specifically for Saturdays, and a suggestion that the system member agreement include more motivation for libraries to comply with system requests.

A motion to approve meeting minutes of July 19, 2023 was made by Cathy Torok and seconded by Bill Lantzy with all in favor. Motion carried. There was an amendment to correct the spelling of “Northwest Bank.”

Treasurer’s Report:

Geoff Rumpf presented the report and noted all accounts are reconciled and we’re currently on target with the budget. There were some recommendations from the auditor on journal entries that we’re going to take care of. An update from Cornerstone at the finance committee was sent out to the board. We’ve only taken out 1/3 but it has been replaced over time and we have made good money there, so the committee recommends no changes.

The Treasurer’s Report was filed for audit.

Chairman’s Report:

Alan said he would add his information during other portions of the meeting.

Director’s Report:

*Library Services –* August is the regroup month for the library between SummerQuest and fall programming. We added an LGBTQIA+ book group. Our recent outreach event in Roxbury went great with large attendance.

*Grant Updates* – Keystone: the grant is winding down. Even though the HVAC work is ongoing, we just need to apply for reimbursement to close out the grant portion. Ashley has a meeting next Thursday with the team for an update. Digital Literacy Grant: We had unexpended funds in the salary section that we used to purchase furniture and equipment. We purchased a Vibe smart board, tables and chairs for the Gates Lab, and other similar items. Sustainable Garden: The last planter just needs to be ordered. We’re waiting to plant until the mural is done. Alan suggested that the library think of a cool way to display the future of that area during the Block Party. Cathy asked who will maintain the gardens once they’re in place. Ashley added that the goal of the gardens is to be an educational piece rather than a production venture. All of Us: We’re working to get bids on the accessible bathroom and equipment purchases.

*Mural Updates & Future Block Party* - The mural panels are largely completed. There will be some on the wall for the Block Party or on the grounds view. For the Block party, there will be three food vendors and two drink vendors. The event is open to all but we’re not focusing on children. Stone Bridge and Classic Elements will be there with alcohol. Alan noted that it’s a celebration from 4-7 in concert with the night market at Central Park. Part of Main St. will be closed for the event, with music from Jeff Web to show off the patio. Geoff added that it’s a good way to show that the library is keeping up with other updates happening in the city.

*Building* – It was hot today as there was an issue with the carrier on the roof. There is a rush order for the parts we need and the temperature issue should be fixed soon.

*Pie Shoppe Sale –* We sold fewer pies than in our last sale, but made $1,200. This is one of Ashley’s favorite fundraisers and folks always ask to buy something as a fundraiser. The response is always great. Alan added that it is a part of the strategy because we’re not just asking for a hand out. We’re doing fundraising and applying for grants. Cathy commended library staff for how well the individual orders were packaged and labeled.

*GBBN Visioning Presentation* – The presentation had information from both the staff and patron sessions about what’s working, what’s not, and what they want to see in the future. A question asked of the staff was, “Why do you work here?” Folks commented that the building doesn’t match the quality of service, and would like to see better accessibility. A lot of the positive feedback relates to the staff. It’s a safe place, and folks have noticed the changes to the children’s floor. Feedback suggested that we need quiet areas, more parking, better visibility, less clutter, cozy seating, and improved exterior appearance. Alan said that some of the things mentioned we can change for little to no cost. The summary provided the language we’ll need to write grants and ask for funding. Ashley highly recommended folks review the slides. The plans are very generic right now, but they will accomplish the goals outlined. Ashley said attendance was great with many familiar faces, but we did miss folks who don’t regularly use the library, as well as diverse representation as not a single person of color attended. This indicates a need to improve our messaging and examine why the focus group didn’t represent our community who uses the library daily.

Review Consultant Report: The documents from Trina Walker were shared with the board. Ashley recommends taking a further look at them as there were some good suggestions beyond her recommendations for restructuring admin office staffing.

*CareerLink Resource Fair – September 13* - It is the day before the Block Party. CareerLink will do most of the heavy lifting but we’ll have incentives for folks. Mostly the event is for individuals who face barriers in finding work

*District Advisory Council* - We need a representative for the meeting next week. In the past we haven’t had a representative there, but Maria and Ashley thought it was appropriate to add a slot for a Cambria County Library System board member. It’s a two-year commitment with three meetings a year. The main role is that the DAC approves the draft district budget. The first meeting goes over what the DAC is, the second is on a general library topic, and the third covers the budget.

*Staffing Updates* – The used bookstore manger’s last day is today. There’s a lot of turnover in that position. Interviews for the new CCL position are scheduled, and there are four strong candidates. The new children’s staff person is starting soon.

*Air Quality Testing* - Air quality testing was done last Friday. We’re waiting for the results.

Committee Reports

Governance: None

Finance: Geoff reported that we want to find the best program for the payroll process. The committee would like folks to review the options before voting. We’re still compiling data for the ERC. Audit report: Geoff was signing it today, one account might be past due, we’re reviewing that. We’re in the process of closing the account at Northwest and opening the account at Somerset Trust. The Procurement Policy is 50% done, and the reimbursement policy is going to be separate, same with gift policy to staff.

HR Committee: None

Building: We need approval for three items in new business. More will be coming related to the fenced area, and the burglar and fire systems. Sometimes the systems go out when it rains.

System: Please register for the trustee event on 8/29.

Technology: Cathy reported that the charter was met with no concerns. 9/18 is the first meeting, and future meetings will be on the Monday before board meetings at 3 pm. The first meeting has a large agenda, which will be out soon. We asked a new person to join who is not part of the system board, but has extremely relevant expertise to assist.

Old Business

1. Ratify addition of Director of Library Operations position

A motion to approve the position and move forward to advertise and hire the Director of Library Operations as presented, as soon as practical, was made by Marlin Plymette via email on July 27, 2023 and seconded by Cathy Torok. Bill Lantzy, Geoff Rumpf, Yamila Audisio, Alan Metzler, and Sylvia King voted yes.

New Business

1. ADA Accessible Restroom

A motion to proceed with Johnstown Construction for the construction of an ADA accessible restroom for $62,000 to be paid with grant funding was made by Geoffrey Rumpf and seconded by Marlin Plymette with all in favor.

1. A motion to spend $6,865 for new plank flooring installed in the hallway by Johnstown Construction following the bathroom construction was made by Geoffrey Rumpf and seconded by Cathy Torok with all in favor.
2. A motion to accept Stuver’s low bid to complete the shrub removal and landscaping on the parking lot side of the building for $4,593.02 was made by Marlin Plymette and seconded by Bill Lantzy with all in favor.

A motion to enter executive session for legal and personnel matters was made by Bill Lantzy and seconded by Geoffrey Rumpf at 5:05 pm with all in favor.

A motion to leave executive session was made by Marlin Plymette and seconded by Bill Lantzy at 5:13 pm with all in favor.

A motion to adjourn the meeting was made by Cathy Torok and seconded by Marlin Plymette at 5:14 pm with none opposed.