**MINUTES**

**BOARD OF DIRECTORS MEETING**

**CAMBRIA LIBRARY ASSOCIATION**

**September 20, 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: Bill Lantzy, Marlin Plymette, Cathy Torok, Alan Metzler, Yamila Audisio

Members via Phone: Rev. Sylvia King, Geoffrey Rumpf

Members Absent: Warren “Tripp” Crilly, Kevin Persio

Others: Ashley Flynn, Maria Cuccaro, Leanne Zdravecky

Call to Order:

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

Consent Agenda:

The board welcomed Leanne Zdravecky, new Director of Library Operations. Alan noted that she had a very impressive resume and would be a great fit for the role.

Bill Lantzy informed the board that Northern Cambria Library board has it on their agenda to increase their Saturday hours in order to comply with the standards. Maria noted that Hastings has scheduled a meeting with their municipality and Maria is hopeful that the board will accept her recommendations regarding financial best practices. Marlin Plymette shared that the person who had accepted the director position at the Nanty Glo Public Library was forced to back out due to personal reasons. The board is waiting to hear back from another candidate. There were many applicants, but most were not qualified.

A motion to approve meeting minutes of August 16, 2023 was made by Cathy Torok and seconded by Marlin Plymette with all in favor. Motion carried.

Treasurer’s Report:

The Treasurer’s Report was filed for audit.

Chairman’s Report:

Alan thanked the board for their support of the creation of the Director of Library Operations position.

Director’s Report:

*Library Services –* We kicked off sign-ups for Fall Storytime. The classes that require registration filled in record time, but there is also a drop-in option for folks who didn’t get in. There is a need in the community in additional classes, so this an opportunity for growth. We’re also gearing up for several outreach programs in October, including Trunk or Treat, Halloween Parade, and a new Trick or Treat at the StoryWalk. Cathy wanted to know if we have anything planned for cybersecurity month in October? Ashley responded that there wasn’t. Cathy would like to help plan something for next year.

*Grant Updates* – Keystone: We’re ready for file for reimbursement. We had hoped the Keystone would cover half of the project, but as it stands it covered closer to 1/3 of the expenses. We need to have the reimbursement paperwork turned in by the end of the month. The project isn’t complete, but we were able to fulfill the grant requirements within the designated timeline. Digital Literacy Grant: This grant is fully completed. Sustainable Garden: A Penn State Master Garden has offered some suggestions to Leah Johncola, which will need to be addressed before dirt goes into the planters. All of Us: The work on the bathroom has started. There is one minor snag as the contractors went through some of the electric when drilling.

*Mural Updates & Future Block Party* – The artists have a few touch ups to complete, and then they’ll apply the clear coat. After that is finished, we can have the awnings installed. Cathy recommended that the clear coat be applied on a cool day, as the HVAC unit would likely draw unpleasant fumes inside.

*Building* – The HVAC cooling is currently working. They are planning to finish the boiler soon and replace the cooling pumps once the weather turns. Ashley has a meeting with them next week.

*GBBN Floor Plans* – Ashley presented an overview of the bubble diagram created by GBBN to represent the potential new floor plans for the building. The proposal represented a significant degree of change in an effort to follow the flow of traffic on each floor, and to ensure each floor had a similar layout so that visitors would be able to find their way around much more easily. The primary concern from staff was insufficient sight lines between the proposed staff offices and new service points on each floor. There was also uncertainty about the proposed “open office” concept for many of the staff areas. Alan inquired about the meeting spaces on the diagram, and wondered if the plan included enough community-use space. He also stressed the importance of having renderings to be able to proceed with fundraising, even if the final vision changes in some ways from the renderings.

*Review Consultant Report* – Ashley asked that the HR committee review this.

*PaLA Conference Oct 1-4* – Ashley and seven other staff members will be attending.

*PaLA Award Presentation* – An award is being presented to someone connected to the library at noon on September 26. Ashley invited folks to attend the virtual presentation at the library, or to log in from home.

*Behavior Policy* – Ashley hopes to have this completed for approval in October. It will go through numerous reviews by all staff first.

*Storywalk Vandalism* – The new Storywalk was vandalized for a second time. Leah discovered it while she was in the process of replacing the previously damaged components. There was a discussion of potentially bringing the issue to the news to shine light on the situation, as well as discussion of surveillance options for the area. Alan said he would be happy to donate a trail cam to cover the areas that don’t have a security camera.

*Staffing Updates* – Leanne has joined us. Laryssa was hired to support the afternoon feeding program, and Nikki was hired as the used bookstore manager and will start Monday.

*Block Party -* Ashley commented that the block party was great, and we had the opportunity to experience the full diversity of our patrons. It’s the largest scale public event we’ve done. Yami agreed it was a great community event.

Committee Reports

Governance: None

Finance: Geoff noted that we are working on the payroll process to streamline procedures, and added that he’ll have a proposal for his recommended option to the board. Regarding the ERC program, the IRS has put a pause on the program for six months. We will still continue to work with Syngeri to submit ours. The audit has been completed and we’re just waiting to receive the documentation. Geoff added that we’re working on the fixed asset depreciation, procurement, and gift policies.

HR Committee: None

Building: Alan explained that the committee is prepping a few things for recommendation to the board.

System: Bill would like to continue the trustee training days, and inquired about the state-wide trustee institute that had been offered in the past.

Technology: Cathy reported that a meeting was held Monday. All members are on board with the Charter. We spoke about doing a tech assessment, so we can see where we are and where to go. We’re putting out a survey to staff to address gaps, risks, and how to balance those. We are also developing a three-year plan, which can be modified each year to keep up-to-date.

Old Business

1. Ratify approval of fence quote

A motion to approve the fencing installation from Keystone Vinyl at a cost of $13,150 was made by Marlin Plymette and seconded by Geoffrey Rumpf. Yamila Audisio, Kevin Persio, Cathy Torok, Sylvia King, and Bill Lantzy voted yes.

New Business

None

A motion to enter executive session for legal matters was made by Bill Lantzy and seconded by Marlin Plymette at 4:57 pm with all in favor.

A motion to leave executive session was made by Marlin Plymette and seconded by Cathy Torok at 5:01 pm with all in favor.

A motion to adjourn the meeting was made by Marlin Plymette and seconded by Yamila Audisio at 5:02 pm with none opposed.