

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
February 21, 2024

The meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room on Wednesday, February 21, 2024.

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

Members via Phone: Yamila Audisio

Members Absent: Warren "Tripp" Crilly, Alan Metzler

Others: Ashley Flynn, Maria Cuccaro, Leanne Zdravecky

Call to Order:

The meeting was called to order by Bill Lantzy at 4:00 PM.

Consent Agenda:

Bill wanted to know how much State Aid South Fork receives. Ashley commented that it is a significant portion of their budget. Bill also asked Maria to speak about the full-time staff requirement recently announced by OCL. OCL is requiring that each library have at least one full-time employee who works at least 35 hours a week. In the past Sue Banks, (the State Librarian) has said that if a library is not able to meet standards then they shouldn't be a state aided library. Ashley and Maria informed the libraries in the district already so they could prepare for this change, although we are still waiting for documentation from OCL.

Geoff wanted to know where the pressure on OCL was coming from. Ashley responded that she doesn't think there is from anyone other than Sue Banks who has a specific vision for libraries.

A motion to approve meeting minutes of December 12, 2023 was made by Cathy Torok and seconded by Geoff Rumpf with all in favor. Motion carried.

Treasurer's Report:

Geoff Rumpf and Leanne found uncleared transactions of \$5,000 + going back to 2013/2007, so they are working on closing those out. State Aid was received.

The Treasurer's Report was filed for audit.

Chairman's Report:

Strategic Planning: Ashley spoke to John Skelley about pre-planning to create a strategic plan.

Veteran Acknowledgment: Marlin was named Veteran Advocate for Cambria County.

Director's Report:

Library Services – Storytime signups filled up in seven minutes. We're working on a more intentional flow for programs and planning so we can make sure programs don't overlap and that they are happening at the right times of the year. SummerQuest is gearing up.

The library is looking at Library Market, a software to help manage logistics related to programming and room bookings. Staff are currently using their own forms for registration instead of a uniform one used across the board.

Grant Updates - The library is looking at the best ways to get the funds for the facility upgrades. We are using the floor plans from the architect to create a grant proposal, starting with the first floor blue sky plan. Lou Crocco is going to help get our application to the top of the pile. We're hoping it will be a good launching point for more funds and donations. Ashley also added that the library is ready, and have all the information we need to be a good applicant. Sylvia commented that April is teach your children to Save Month, which is sponsored by the PA Banker Association. Bill asked if the Ameriserv Branch in Northern Cambria would know about the event. Sylvia replied that they would not. Kathy suggested reaching out to Kerri Mueller about doing a program at the library.

Building Updates –The duct cleaning is complete. The company came in while we were closed to avoid any disruptions to service. We've gotten a lot of new furniture recently from grants. The new furniture is more comfortable, easily moved, and safer.

Staffing Updates - The Administrative Assistant Position has had several strong candidates. The Security guard position has had a few candidates as well, including two internal candidates. We will begin interviewing soon.

GBBN Floor Plans – We're waiting on the pricing for renderings.

Internal Process Improvements - Leanne is working hard to improve our internal workflow. Some of her efforts include adding a donor management software. It will let us be more consistent with asks. Library Market is also in consideration to address some of the friction points we experience while planning programs.

Leap into Action Fundraiser - The library is trying to get 100 people to donate \$29 toward a 3D printer. Cathy wanted to know if folks would have to pay to use it. Ashley explained that it would be used for programming and education so would be free.

PaLA Legislative Committee - The libraries want to mobilize. CCL can create tools to help folks draft a letter regarding the current issues. Bill suggested that board members visit their legislators with talking points. Ashley commented that a lot of directors want to meet the personally with the county commissioners. Ashley asked them to gather stories about their

library so she can share them. Ashley joined the Legislative Committee at PaLA to make sure small rural libraries are represented. Bill wanted to know if it was part of the Rural and Small Libraries Committee.

Sylvia wanted to know if there was a plan for the garden boxes. Ashley replied that there is a meeting with Sue Konvalinka on what we need. Kathy commented that Sue has asked the garden club for volunteers. Ashley added that we have connections with SEADs, and Stuver's is bringing material for the bottom of the planters.

Committee Reports

Governance: This year's conflict of interest signature page needs to be signed. There were no changes to the document, folks just need to sign it for this year. Ashley is meeting with Abby who has a legal background for the open seat on the board.

HR Committee: none

Finance: none

Building: none

System: The system agreement is out to system members and due back by end of the month. We made some adjustments and added information regarding the audit and the delivery in the agreement. Audit costs will continue to be covered assuming funding remains stable.

Technology: At the next meeting the committee should have the report with recommendations and cost estimates, which will be submitted to the board for review.

Old Business

1. The board ratified the System Member Agreement Approval e-vote.

A motion to approve the 2024 System Member Agreement was made by Bill Lantzy via email on January 17, 2024. It was seconded by Geoffrey Rump with Alan Metzler, Cathy Torok, Yamila Audisio, and Sylvia King in favor. None opposed.

2. The board ratified the Insurance Proposal e-vote.

A motion to approve the insurance proposal provided by The Reschini Group was made by Geoffrey Rumpf via email on January 26, 2024. The motion was seconded by Marlin Plymette with aye votes by Bill Lantzy, Alan Metzler, Warren "Tripp" Crilly, Sylvia King, Yamila Audisio, and Cathy Torok. None opposed.

New Business

No additional business.

A motion to enter executive session for personnel and legal matters was made by Sylvia King and seconded by Marlin Plymette will all in favor at 4:50 pm.

A motion to adjourn the executive session was made by Cathy Torok and seconded by Yamilia Audisio with all in favor at 5:09 pm.

A motion to adjourn the meeting was made by Sylvia King and seconded by Marlin Plymette at 5:10 pm with none opposed.

The next meeting is scheduled for Wednesday, March 20, 2024 at 4 pm.