

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
April 16, 2025

The meeting of the Board of Directors of the Cambria Library Association was held in the Conference Room of the Cambria County Library on April 16, 2025.

Members Present: Bill Lantzy, Cathy Torok, Marlin Plymette, Abby Panek, Yami Audisio, R. Cooper Edwards

Members via Phone: Heidi Niebauer

Members Absent: Alan Metzler, Sylvia King

Others: Ashley Flynn, Joel Wagner, Leanne Zdravecky, Maria Cuccaro

Call to Order: The meeting was called to order by Bill Lantzy at 4:00 PM. A moment was taken to give proper introductions to Cooper, the new treasurer of the Board of Directors.

District Consultant's Report:

Hastings has hired a new director named John, who was previously the assistant there. He was offered the position directly, and Maria feels optimistic about his role in the library due to his qualifications and experience.

County Coordinator's Report:

No questions about the report.

A motion to approve the reports and meeting minutes of March 19, 2025 was made by Cathy Torok and was seconded by Abby Panek with all in favor.

Treasurer's Report:

The treasurer's report was presented by Cooper. He explained the differences between the budgeted and actual amounts listed on the report. There were no questions regarding the reports at this time.

We have switched from using Barnes Saly to Wessel for our payroll, which Leanne has been hard at work to set up.

Lastly, Cooper mentioned that the county funding has changed and will be potentially going down, but that will be discussed further at the next system committee meeting. Ashley gave a

overview of how county funding works. A discussion was held about ways that we might adjust the amounts given to each library and methods that could be used to compensate. The treasurer's report was filed for audit.

Director's Report:

A) Library Services

We have been preparing for the third-floor closure and moving reference services to the first floor in the interim.

Staff met with Ken Faux, our owner's rep for the upcoming construction projects. He was tasked with setting up a timeline for both third-floor and first-floor projects.

B) SummerQuest

Everyone has also been working hard to prepare for Summerquest and reaching out to local businesses to contribute.

C) Third Floor Updates

The flooring project will begin at the end of the month, and we expect it to last two to three weeks.

D) First Floor Updates

The initial estimate came in higher than expected and did not include the abatement, so we are looking into ways to potentially bring that cost down while not compromising our plans for the project. Despite the hurdles we're encountering with the costs at the moment, we are still on track to start this renovation project in the fall.

E) CareerLink

Ashley is meeting with Careerlink to discuss their interim plans for our first-floor renovations. They'll be scaling back their operations here and moving the bulk of them to the Seyfert building, but wish to always maintain some public facing element within the library. Abby is working on an updated version of the lease, which will account for the interim period as well as several years afterwards.

F) Friends of the Library

We had a meeting with the Friends organization, who decided to the bookstore after the renovation. They'll be holding a used book sale on the week of the 24th to offload the bulk of their inventory. We don't have concrete plans for the space yet, though we are exploring options, and would like to maintain some sort of used bookstore that will be managed by library staff, but not on the same scale.

G) Literacy Council

Leanne has been working with the literacy council leadership to accommodate them during the third-floor renovations. We're also working to clarify what their space will be after the renovation project concludes.

H) National Library Week/Commissioners Proclamation

The commissioners officially declared it to be National Library Week. Ashley, Barb, and Jim Miller met with the commissioners, who all had very nice things to say about the library.

I) Key card access/doors

The new doors for the second floor that separate staff and public areas have been installed, and the next step is to add the key card access points.

J) SPP Program

A lot of work has been done for the tax credit program. With the help of John Kriak, we've identified a list of businesses to call and mail letters to regarding the program. A lot of consideration was placed into how we will accept donations and what they can be used for.

K) E-rate

Ashley continues to work on E-rate. We've successfully completed category 1 funding, and she is working on category 2 at the moment. Rich and Cathy have both been huge helps to Ashley on this. There is also cybersecurity pilot funding that is being worked on, and that is a new program. We are one of 27 libraries in the country who are participating in it.

L) Fine-Free Progress

We are working with SPARK to identify what policies need to be changed and what decisions need to be made for our transition to fine-free. After that, we will work with the local libraries that intend to go fine-free to do the same.

M) Rain Poetry

Ashley extended an invitation to all members of the board to visit our Rain Poetry event on April 22.

Committee Reports:

A) Governance

- I) It is annual reorganization time, and Abby and Marlin's terms are expiring in 2025.

A motion to renew the terms for Marlin Plymette and Abby Panek, with terms ending in 2028, was made by Yamila Audisio and seconded by Cathy Torok. Marlin Plymette abstained, with all others in favor.

- II) A motion to seek county approval for Marlin's reappointment as a county appointee was made by Abby Panek and seconded by Yamila Audisio. Marlin Plymette abstained, with all others in favor.

- III) A motion to approve the current slate of officers on the board, which are Alan Metzler as President, Bill Lantzy as Vice President, Marlin Plymette as Secretary, and R. Cooper Edwards as Treasurer, was made by Cathy Torok and seconded by Yamila Audisio with all in favor.

B) Finance

- I) Nothing to report.
- C) HR committee
 - I) Nothing to report
- D) Building
 - I) The appraisal for the parking lot has been submitted to the commissioner's office and we're just waiting to hear back.
- E) System
 - I) Nothing to report.
- F) Technology
 - I) Cathy requested a motion to approve the purchase of new equipment pending the approval of the E-Rate category 2. The cost is \$44,810.70, and we would only need to spend \$6969.95 if it's approved.
A motion to approve the purchase for category 2 equipment was made by Marlin Plymette and seconded by Abby Panek with all in favor..
 - II) A motion was also requested to approve the purchase of a firewall high availability pair through the Cybersecurity Pilot grant. The cost is \$22,437.69, but we have been approved for \$40,000, which will cover it in full.
A motion to approve the purchase of the firewall pair was made by Marlin Plymette, and seconded by Yamila Audisio with all in favor.
 - III) Cathy presented the technology committee's strategic plan, which will be integrated into the library's strategic plan. She laid out the current goals of the plan as well as how it will progress and change over time and coincide with the library's own plan.
A motion to approve the technology committee's strategic plan was made by Abby Panek and seconded by Yamila Audisio with all in favor.

New Business

Abby noted that people will use the library as a safe space for custody visitations, and asked how camera footage could be obtained of those visitations. Ashley clarified that it is library policy that any requests for security camera footage will require a subpoena, as it standard for public libraries.

A motion to adjourn was made by Cathy Torok and seconded by Yamila Audisio. The meeting was adjourned at 5:10 pm. Next meeting will be held on May 21, 2025 at 4 pm.