

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
June 18, 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 June 18, 2025.

Members Present: Alan Metzler, Marlin Plymette, Cathy Torok

Members via Phone: Cooper Edwards, Yami Audisio

Members Absent: Rev. Sylvia King, Bill Lantzy, Abby Panek, Heidi Niebauer

Others: Ashley Flynn, Joel Wagner, Leanne Zdravecky, Maria Cuccaro, Leah Johncola, Jodi Holland, Lili Stonecypher

Call to Order: Alan Metzler called the meeting to order at 4:00 PM.

Staff Spotlight: The meeting started off with a staff spotlight, featuring members of the Children's department. Leah Johncola started off with a video showing pictures of some of the things they do. It also contained a spotlight on Alex Smith, who was unable to make the meeting. Jodi Holland and Lili Stonecypher introduced themselves and explained their roles in the children's department and what they do. Afterwards, the floor was opened to questions from the board to ask questions of the trio. At the end of their presentation, the board expressed their gratitude and appreciation to the children's department.

District Consultant/County Coordinator's Report:

Alan asked if we were negligent on sending audit requests to the other libraries. Ashley clarifies how the audit of the other libraries works and explained that everyone else is on schedule and also don't have the same tighter deadlines that we do as the county library.

Minutes of May 21, 2025

There were no questions regarding the minutes.

A motion to approve the minutes of May 21, 2025 was made by Marlin Plymette and seconded by Cooper Edwards. The motion was carried.

Treasurer's Report:

Cooper explained that the budget is now laid out for the entire year, which he feels should allow the numbers to be reflected a little more clearly. He also highlighted that he, Leanne, and Wessel have been working to update and restructure the terminology in the report so

that it'll be easier to read in the future. Lastly, Cooper confirmed with Leanne that the audit is now officially completed.

After the report, Alan wanted to add and clarify our intentions for an eventual meeting with Cornerstone, which will be about our removal of \$500,000 from the Community Foundation fund. No date has been set for this meeting at this time.

The treasurer's report was filed for audit.

Director's Report:

A) Library Services

We are currently in our busy season thanks to Summerquest. We just had kickoff night, and she was pleasantly surprised at how many people came with their kids and found out we have programming for adults as well.

B) First Floor Updates

An involved meeting with the architects was had and we are working on finalizing the layout of the first floor in preparation for the upcoming renovation.

C) Third Floor Updates

Bids were sent out for the third-floor renovations, and we've gotten two responses back so far for the project. We're aiming to have this started after Summerquest is concluded. Cooper asked if we had the cash readily available, and Ashley explained that we have to get reimbursed for them based on the costs incurred.

D) CareerLink

Ashley has a meeting with CareerLink coming up. She has been working with an attorney to set up a new agreement for them, which will offer them a one-month continuation of their current lease and then put the new lease into effect after the month of July. This is to give us more time to work on and finalize the new lease. Our goal is a three-year lease after the extension.

A motion to approve the one-month lease extension as presented was made by Cathy Torok and seconded by Marlin Plymette with all in favor.

E) E-rate

E-rate is in progress. We have received word that our category 2 extension was approved, and we are waiting to receive our funding commitment decision letter. As for the cybersecurity program, we are currently inviting vendors to submit their bids for what we said we would do for the cybersecurity pilot.

F) Fine-Free Progress

Our soft launch has begun. We haven't had many issues, aside from a small issue with interlibrary loan accounts, which we are working through, and we are getting ready to roll out the publicity for the fine free program.

G) SPP

Our application for the program was submitted with \$39,500 in commitments. We're working on sending out thank you letters to the donors to let them know what the next steps are.

H) Cambria Somerset Prepared and Resiliency Committee

Jefferson Center for Population Health invited the library to participate in a new committee for Johnstown and Somerset organizations that is focused on preparedness and resilience.

I) Tribute to Women Award

Ashley extended her thanks to the board for their support during the Tribute to Women award that she received, and to everyone who came from the library in support of her.

J) Upcoming Vacation

As a heads up, Ashley wanted to let everyone know she will be taking three separate three weeks off this summer, one for each month. She'll be gone for the week of June 23rd, July 14th, and August 11th.

Committee Reports:

A) Governance

Abby is not here for Governance, but Alan wanted to put on the record that Marlin's position on the board was approved for another term.

B) Finance

Nothing to add.

C) HR committee.

Nothing to add.

D) Building

There is a Keystone grant opportunity in 2026 which we'll be having somebody attend the seminar on when it happens. The parking lot is also close to being finalized and closed out.

E) System

Nothing to add.

F) Technology

Rich is working through the strategic plan for 2025-2028. Cathy is working with both Ashley and Rich to make plans for the E-rate and Cybersecurity programs.

Old Business

Alan wanted to confirm and clarify our intent to consolidate the various bank accounts and funds that the library currently has and uses for library operating expenses. He also confirmed Ashley's authorization to use the ERC funds we had received to give the employees of the library a one-time stipend based on several factors. This was approved via email in a chain between Alan, Bill, Heidi, Abby, Marlin, and Sylvia. Timing for when these funds will be dispersed is up to Ashley and her team.

New Business

Ashley asked for some new holiday closures to be added to our calendar. These days are going to be the day after July 4th for this year only as it falls on a Friday, the Saturday that follows after Thanksgiving, and the day after Christmas. The day after Christmas will be a paid holiday.

A motion to approve the new holidays are presented was made by Marlin Plymette and seconded by Cooper Edwards with all in favor.

A motion to move into executive session for personnel reasons was made by Cathy Torok and seconded by Marlin Plymette with all in favor at 5:00 pm.

A motion to approve a one-time bonus for the executive director was made by Cathy Torok and seconded by Marlin Plymette with all in favor.

A motion to exit executive session and adjourn the meeting was made by Marlin Plymette and seconded by Cathy Torok with all in favor.