

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
January 16, 2019

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Robert G. Rose Conference Room on Wednesday, January 16, 2019. The meeting was called to order by President Alan Metzler at 4:00 p.m.

Members Present: Alan Metzler, Bill Lantzy, Don Layo, Cara Ferrante, John Skelley, Marlin Plymette

Members Absent: Matt DeCort, Connie McClain, Christine Cosgrove

Others: Ashley Flynn, Becky Martinazzi, and Stephanie Young

Consent Agenda Reports: 2018 statistics were sent out prior to the meeting.

A motion to approve the minutes of December 5, 2018 was made by Bill and seconded by Marlin. Motion carried.

Treasurer's Report:

Cara presented the cash receipts and disbursements for December 2018. She reported that we ended 2018 on track for income and expenses. The library book sale brought in some income. In 2018, we ended paying less for some items including Electric but paid more for others such as Building Repairs and Maintenance. She also reported that we did suffer losses for our Community Foundation funds in the 4th quarter of 2018. It was reported that we usually wait until the end of the year to receive a lump sum from the city of Johnstown, which we did receive at the end of 2018. Ashley reported that the CareerLink rental monies in the 2019 budget will go into the capital fund.

The treasurer's report will be filed for audit.

Banking Resolution:

With Lyn's retirement, there needs to be a change to the name signing off on all accounts. Alan read the following banking resolution to change the name to Ashley N. Flynn:

Whereas, this organization proposed to remove Lyn Meek as a signer from all bank accounts following her retirement, and whereas, this organization proposes to add Ashley N. Flynn as a signer to all bank accounts following her appointment as library director; resolved, that the funds of the Cambria Library Association shall be subject to withdrawal by checks, notes, drafts, bills of exchange, acceptances, orders or other instruments made in the name of said organization and signed by Ashley N. Flynn, Library Director. Further resolved, the person above named is authorized on behalf of this organization and in its name to endorse, negotiate, and receive, or authorize the payment of the proceeds of any negotiable or other instruments or orders for the payment of money payable to or belonging to this organization.

Marlin Plymette made a motion to approve, John Skelley seconded, and all members were in favor. All officers were then asked to sign the resolution for distribution to the banks.

Director's Report:

Ashley introduced Becky Martinazzi as the new District Consultant.

Burrell Township Update – Ashley gave an update on the Burrell Township Library in Indiana County. Though they are still not operating out of a building, they will be receiving State Aid for 2019. Their former library building is condemned and though they applied for a 2018 Keystone grant, they were not awarded funds. They hope to try again for the Keystone grant in 2019 under a new board president. Alan questioned whether Keystone grants were given every year or every other year. Ashley responded that they were formerly every other year, but under the new direction of Glenn Miller, the PA Deputy Secretary and Commissioner for Libraries, Keystone grants will be awarded every year for the time being. Ashley commented that Highland Community Library is also interested in applying for a Keystone grant in 2019.

District Staffing Changes – Ebensburg and Windber – Ebensburg's former director, Sam Makin, has left the library for another job. Her replacement is Jennifer Link. Ashley and Becky will be visiting her soon to orient her to District and System requirements and proceedings. Windber's former director, Marissa Hause, has also left for another job. They are in search of a new director.

Night Music – Ashley passed around the sponsor sheet for Night Music. We are currently under \$5,000. Our target is around \$14,000, which is what received in 2018. On a related note, Ashley reported that our fund drive generated approximately \$5,500 at the end of 2018. The previous year's donations were approximately \$15,000 so we had taken a hit. Ashley hopes to revamp the fund drive for 2019 to bring in more funds. Alan mentioned he would like to see columns showing who has donated in the previous year versus this year.

City Money – We've received our check from the city. Ashley mentioned that we need to remind them about this money and millage so that we do receive it by the end of the year.

CareerLink Partnerships – Ashley commented on the success of the library's partnership with CareerLink. They offered a free legal clinic on January 16th in the Community Room, which garnered over 50 people in attendance. Their next big community event will be a financial wellness workshop in 2019.

County Coordinator Position – The County Coordinator position, most recently held by Chris Goch who has since retired, is currently vacant. Ashley plans to draft a new position description. She intends this position to require a Masters of Library Science degree and mentioned some job duties that could include initiating changes and organization to the System Libraries Agreement and providing assistance to libraries with the system's SPARK software.

Library Courses for Employee – Ashley reported on the library's plan to cover 2/3 the cost of a credit, with each credit under \$200, towards the Masters of Library Science degree for recently promoted employee, Leah Johncola, who now serves in the position of Youth Services Coordinator.

Friends of the Library updates – Joe Valentine will be replacing Ginny Babel as the President of the Friends of the Library. Ashley also announced that the Friends of the Library Bookstore has a new manager, Jo.

Committees:

Alan discussed board governance and that while there are no open positions on the board, an outside contact, Leanna Bird, is interested in serving when a position might become available. Alan believes she would be a good fit as a board member.

Alan mentioned that existing committees, including Building, System Development, Bylaws, and Finance/Fundraising, will need to be replenished and realigned. Leanna Bird might be a good candidate to help with a Finance/Fundraising committee.

Alan would also like to do a self-board evaluation that would outline expectations and performance of members.

John asked what a System Development committee would entail. Ashley explained it would work on things involving Cambria County's 14 system member libraries and their following a system member agreement, such as whether these libraries should charge out-of-county residents a designated fee on library cards, and whether system member libraries charge fines on materials/

Marlin brought up the issue among our system member libraries regarding whether they are all certified or need further schooling. Ashley said that as of 2012, all library directors are expected to fulfill a certain certification level. There is some more flexibility with those directors hired before 2012, but it is still uncertain what the State will determine in its current re-working of its regulations.

With no further business, a motion to adjourn was made by John and seconded by Cara at 4:38 pm with all in favor.

The next meeting was scheduled for February 20, 2019 at 4 p.m.