

**MINUTES  
BOARD OF DIRECTORS MEETING  
CAMBRIA LIBRARY ASSOCIATION  
November 10, 2020**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Community Room with a conference call component on Wednesday, November 10, 2020. The meeting was called to order by Vice President Bill Lantzy at 4:03 pm.

Members Present: Bill Lantzy, Marlin Plymette, Cara Ferrante

Members Present via Phone: Aletha Haselrig-Jones, John Skelley, Leanna Bird

Members Absent: Alan Metzler, Christine Cosgrove, Don Layo

Others: Ashley Flynn, Becky Martinazzi, Stephanie Young (phone)

Consent Agenda Reports:

The County Coordinator's and District Consultant's reports were presented as part of the consent agenda.

A motion to approve the consent agenda, including the minutes of October 21, 2020, was made by Cara Ferrante and seconded by Marlin Plymette with all in favor.

Treasurer's Report:

The Treasurer's Report was presented by Cara Ferrante. She reported that both revenue and disbursements were generally on track for the year, and that the Paycheck Protection Program loan had had a significant impact in keeping our revenue in line. Cara noted that the auditors had given a clean report, but that we will do a full review of the audit in January.

The treasurer's report was filed for audit.

Director's Report:

*Library Services* – Ashley noted that there's been no significant changes in library services, either at CCL or any of the other district libraries, since the last board meeting.

*COVID-19* – Ashley explained that there are not likely to be any new directives coming from the Office of Commonwealth Libraries regarding open guidelines. Each individual library is expected to make the decision to remain open, to close, or to utilize modified services based on their

own community and local situation. CCL has remained cautious and conservative in our approach to services during the pandemic. At present, Ashley had made the decision to stop in person meetings in the community room. She said she would be considering language currently in use by the Blair County Library and would send out a draft of an updated Covid response plan via email.

*Paycheck Protection Program Loan Forgiveness Application* – Stephanie and Ashley completed this application and are waiting to hear back from Ameriserv.

*IMLS Cares Allocation Plan* – Becky and Ashley completed the district allocation plan based on an allocation formula provided by the state. Each library's plan is due by December 4. If all plans are approved, we will be able to submit for reimbursement in February or March. CCL's full amount will be used to offset the cost of the security guard as that was a Covid expense and outside the scope of our budget. Bill said that the Northern Cambria Library is looking at costs for cleaning and sanitizing for their allocation.

*Bosler Academy – Recruiting, Hiring and Onboarding* – Ashley noted that the library paid to participate in the Bosler Academy and various staff members have participated in the different sessions. The recruiting session is the final one in the series.

*CareerLink Space Proposal* – Ashley said that she had talked to Jeff Dick about a potential proposal for additional CareerLink space. She explained her concerns about noise to him, and he felt that he wouldn't be able to meet the library's needs for volume. As such, he said he would not be submitting a proposal. Bill asked how the noise level is currently and Ashley said it wasn't a problem at the present time.

*Maternity Leave Preparations* – Ashley noted that she would begin her leave in the next couple of weeks and was working with staff to address issues that might arise during her absence.

*Staffing* – Ashley said she's struggling to hire a part-time evening maintenance person and noted that this type of position is always challenging for the library to fill.

## OLD BUSINESS

None to report.

## NEW BUSINESS

### Approval of the 2021 Budget

Ashley presented the proposed 2021 budget. The amount of income from the City of Johnstown had been reduced because in recent years, the library received closer to \$30,000

instead of the \$40,000 that had been budgeted. The salary amount includes room to issue merit-based raises as part of the new performance evaluation procedure.

Health insurance was discussed at length. Ashley noted that the amount the library contributes to the HSA would be reduced from \$2,000 to \$500 per person. This is because there was a large increase of 21% in the monthly premiums and Ashley opted to try and keep the monthly expense for each employee as consistent as possible. She noted that employees were cautioned in 2019 that the HSA contribution would likely decrease in the future. The deductible was increased from \$2,000 to \$2,100. The board also discussed the amount of the benefit full-time employees receive if they choose not to take the health insurance, and it was decided that the amount could be reduced in future years. The library had shopped for the insurance, but hadn't received enough information about other health care plans to make an informed decision.

The board decided to table the budget and approve it later via email once more information had been gathered about other health insurance options.

### Committees

Fundraising Subcommittee – The fund drive letter has been sent out and we've received \$4,000 so far.

HR Committee – The transition to PTO in lieu of sick and vacation time will be addressed early in 2021.

Building Committee – A fire drill was conducted with positive results. The sewer laterals are more than likely going to require replacement following mandatory pressure testing in 2021. Steve, the maintenance supervisor, is working on getting estimates. The HVAC system replacement also remains a high priority project.

A motion to adjourn the meeting was made at 4:54 pm by Marlin Plymette and seconded by Cara Ferrante with all in favor.

The next meeting was scheduled for January 20, 2021 at 4 p.m.