

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
March 20, 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, March 20, 2019. The meeting was called to order by President Alan Metzler at 4:00 pm.

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

Members Absent: Matt Decort, Connie McClain, Christine Cosgrove, Cara Ferrante

Others: Ashley Flynn, Becky Martinazzi, and Stephanie Young

Consent Agenda Reports: February 2019 statistics and the District Consultant's report were sent out prior to the meeting. Bill Lantzy asked whether Indiana County Commissioners were present at the Indiana County library meetings in which Ashley and Becky had participated earlier that month and whether there was any talk of a millage for countywide library service. Becky reported that they were not, only local municipal representatives.

A motion to approve the minutes of January 16, 2019 was made by John Skelley and seconded by Marlin Plymette with all in favor.

Treasurer's Report:

In the absence of Cara Ferrante, Stephanie Young presented the Treasurer's Report. There were no significant items to report since it is early in the year and no major expenses have occurred. She noted that the first county funding payment was received in early March, and therefore was not included in the year-to-date report. John Skelley questioned payments by the County and their frequency. Stephanie confirmed that payments from the county are made to the library on a quarterly basis and then distributed to the county libraries. Marlin Plymette asked for clarification on State Aid versus Commonwealth of PA as it appears in the cash receipts report. Stephanie confirmed that State Aid, received in January, is part of the Commonwealth of PA funding, as is District funding, which is received in July. Stephanie reported that although we are distributing State Aid to county libraries, we are no longer banking that money for them. In other words, the Cambria County Library does not keep and pay any of the county libraries' bills for them.

The Community Foundation Fund was discussed. Ashley will talk to Mike Kane from the Community Foundation to set up a meeting for board members to review our investments.

The treasurer's report will be filed for audit.

Director's Report:

Tax assistance program – A tax assistance program will be presented by Intuit on April 9th. Intuit representatives will walk participants through filing their taxes with help from the Intuit software

program TurboTax. This program will be free to anyone who makes less than \$34,000 as their gross income. The library will be receiving a \$5,000 honorarium for being a host site for this program.

Indiana County Visit - Ashley reported on meetings she and Becky attended with librarians and representatives in Indiana County, specifically those involved in rehabilitating the Burrell Township Library. Burrell Township Library has received \$200,000 in grant money that could be matched by a 2019 Keystone Library grant. However, if they do not receive this Keystone Library grant and have no other means of financial backing to start building their new library, they risk losing their State Aid funding for 2020, thus making them ineligible to apply for future Keystone Library funding. Ashley mentioned that a study had been done to assess the possibility of countywide library operations and support, but it did not amount to any action items.

Freegal – Freegal services, which include 3 hours of streaming music and 3 song downloads weekly, will be available to Cambria County Library patrons starting April 1. Ashley and staff think this will be a valuable benefit for cardholders, especially since the library does not offer any electronic music content currently and many libraries are beginning to offer this. Money for the subscription will come partially from the CD budget, teen AV budget, and \$5,000 honorarium received from the tax assistance program offered by Intuit. Freegal will be promoted by staff before its official start date along with an advertising block in the Night Music program.

Staffing – Ashley reported on a number of new hires and retirements. The Children’s Department is looking to fill a part-time Youth Services position following a staff retirement. The search is ongoing. The new County Coordinator, Barb Mitchell, has been hired and will start work on Thursday, March 21. Ashley hopes that Barb will provide more hands-on training and interaction with county libraries than has been provided in the past as well as assist in the new website planning process. Ashley also noted that Charlotte Hagan, our tech processing clerk, will also be retiring. This is a non-MLS position, and we are working with other department heads to see how this role might evolve in the future. Her replacement could be a full-time position or two part-time employees.

Ashley also mentioned working with department heads on creating job descriptions for all positions, which hasn’t been done for several years. These job descriptions can then serve as a starting point for conducting annual performance evaluations. John Skelly agreed that tying in job descriptions to performance evaluations is a good idea and recommended continuing and developing evaluation formats after they are started.

Night Music – We have received \$14,865 in promised financial sponsorships. Ashley mentioned that instead of only sending second request letters to donors that were thought to be probable donors, we had sent second request letters to all potential donors. Alan asked whether ticket sales cover the cost of the event and it was confirmed that ticket sales do cover the cost plus a bit extra, but sponsorship is where most of our profit is made.

Alan asked that the staff be informed of how much the board appreciates their effort in making this event a success every year.

Alan recommended we continue to pursue other professional and social groups such as the Young Professionals of the Alleghenies for future events and fundraising. Ashley commented that we will be sharing and advertising Night Music to this group as well as other groups and businesses such as VOMA

and Bottleworks. It was also reported that the Friends group has started to accept baskets and have been storing in the Circulation office. Tickets for basket chances will soon be sold.

Friends of the Library – Ashley has been assisting in the hiring of an assistant manager for the Friends bookstore. A candidate has been selected and will be contacted regarding a start date. Alan asked if the Friends of the Library is a separate organization from the library. Stephanie reported that it is and they collect and report their own sales tax and file their own 990.

CareerLink – Ashley will be speaking at a workforce development conference on May 9 as part of a panel that also includes Jeff Dick and librarian from Reading, PA. There has also been a considerable amount of criticism due to the frequent lack of parking for library patrons in our lot that is ostensibly caused by CareerLink clients. Jeff is investigating alternative options such as the nearby metered parking and parking garage. Ashley commented that whatever CareerLink could provide in funds for these purchases, the library could potentially match. Ashley is also working with CareerLink and Major Builders on converting a third floor bathroom to achieve ADA compliance. CareerLink would pay for those renovations.

Employee clearances – Ashley brought up the issue of whether or not all employees should receive their clearances. Her desire is to have all employees receive clearances, and the board agreed that this should be the policy. It was decided that the payment of initial clearances will be made by the library, and from that point on, the employee would be expected to renew them every five years on their own. The total cost of all three clearances would be \$58.50 per person.

Night Music Resolution:

A resolution to allow for a temporary liquor license for the purpose of fundraising at Night Music is required. Alan read the following resolution:

Whereas, it is the desire of the Cambria County Library to be granted a Special Occasion Permit for the “Night Music” event on April 26, 2019 for the purpose of fundraising. Therefore, be it resolved that an application for said license to expire on April 27, 2019 to be filed with the Pennsylvania Liquor Control Board, and that (library director) be authorized to execute the necessary application and bond and other papers required by the Pennsylvania Liquor Control Board.

Marlin Plymette made a motion to approve the resolution and John Skelley seconded. The motion passed unanimously.

It has been the board’s and library’s experience that no rider is needed, but Alan advised for Ashley to check on any updated information from the insurance company regarding whether we would need a rider for these kinds of events in the future

Board Member Attendance:

Alan reviewed expiration of some board members’ appointment terms. Connie’s term (board appointed) expires in 2019, and it is expected that she will resign at that point. Ashley will check as to whether this is the case. Don’s term (board appointed) also expires in 2019, but he has agreed to stay on. Marlin’s term (county appointed) also expires then, but he has also agreed to stay on. This will be reviewed in April 2019. Leanna Bird was mentioned as a potential candidate to fill any vacancies.

Committees:

The current committees were discussed. Alan noted that further discussion of committee appointments will occur at the April meeting. These committees are expected to meet and operate on their own accord, which could possibly be a half hour before the regular board meetings or another agreed upon time. Alan mentioned that bylaws still need worked on. John Skelley confirmed that the bylaws should include a provision for members to give their proxy to others in case of not being able to attend a meeting.

With no other business, a motion to adjourn was made by John Skelley and seconded by Don Layo at 5:05 pm with all in favor.

The next meeting was scheduled for April 17, 2019 at 4 p.m.