

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CAMBRIA LIBRARY ASSOCIATION**  
**May 15, 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, May 15, 2019. The meeting was called to order by Vice President Bill Lantzy at 4:02 pm.

Members Present: Bill Lantzy, Don Layo, Marlin Plymette, Leanna Bird, Cara Ferrante, John Skelley

Members Absent: Alan Metzler, Christine Cosgrove, Matt Decort

Others: Ashley Flynn, Becky Martinazzi, Stephanie Young, and Barb Mitchell

Consent Agenda Reports:

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

Bill Lantzy asked why Portage is looking to eliminate a part-time staff position. Becky noted that the position had previously been funded by donations, and that the library board had concerns about sustaining that funding.

Bill also asked if Windber had hired a new director. Becky reported no updates to their progress other than a part-time circulation manager who the board has been encouraging to sign on as director. That person is reluctant to take the three library science courses that would be required for the director of that library.

A motion to approve the minutes of April 17, 2019, was made by John Skelley and seconded by Cara Ferrante.

Staff Spotlight:

Barb Mitchell, County Coordinator, spoke as part of a new board initiative called "staff spotlight," which will feature a different staff member each month at the board meeting to educate the board on the staff member's position and activities at the library. Barb noted her background in the cable industry, restaurant and retail management as one that has been helping her in working with libraries in Cambria County. She is focused on training and transitioning libraries to the new web-based Evergreen ILS as well as supporting them in a variety of other ways. Barb is also participating in the Downtown Clean Up event, happening May 19<sup>th</sup> in downtown Johnstown.

Barb mentioned her work to help Cambria County libraries and their communities write advocacy campaign letters to representatives in support of funding libraries. Bill responded that doing an advocacy campaign would something good to participate in every year. John Skelley asked what attracted her to the library position. She said she had just obtained her MLS degree and she feels like she has always tried to connect people with resources, making the library a good fit for her.

#### Treasurer's Report:

Cara reported that Night Music profit was slightly ahead of last year. She noted that salaries and health insurance costs have decreased for the year, due to retirements and new hires. Everything else was comparable.

Cara questioned the new line item for Freegal, which is a cost of approximately \$3,000. Ashley explained that this is a one-time fee and that the service works for all of the county but will only be promoted for Cambria County Library. John asked if we had gotten any feedback. Ashley will look into getting a report of usage for the month to see how the service has been reaching patrons.

The treasurer's report was filed for audit.

#### Director's Report:

*Auditor's letter* – Ashley presented a letter from the auditors explaining that the audit is underway. They should be finished with their in-house audit this week.

*cloudLibrary / Overdrive contract* – Ashley explained the benefits of cloudLibrary, namely that it is significantly cheaper and that it offers access to the collections of other Pennsylvania libraries who are also on cloudLibrary. Unfortunately, our Overdrive contract doesn't expire until March 2020, and we would need to pay the full yearly amount through that time should we choose to end the contract. If we choose to switch to cloudLibrary, the ebook line item expense would remain the same. What we save on the subscription cost will be used for content.

*Night Music Recap* – The library received more money from sponsors for this year's Night Music. Ashley reviewed ticket numbers and noted that the VIP tickets in particular were a big hit. John asked about the VIP privilege to which Ashley responded that it allowed attendees to enter 15 minutes early and receive a commemorative glass. Ashley also mentioned a survey that was sent out to poll the VIPs on their experience. In addition, the bands seemed to have brought in a more diverse crowd than in previous years, with a younger demographic being present. The only complaint was that the band on the third floor was a little loud.

*Policies* – Ashley is working on updating policies for the library. She has talked to Alan who has suggested that Ashley work to draft the policies and then present to the board. The building policy requires updates, and a call-off/absence policy is needed especially for those who work part-time. Bill asked John whether approval is needed for policies. John suggested that policies

be put on the consent agenda as part of the meeting, but should still be vetted and approved through a standing committee first.

*Sensory Garden / Outdoor Space* – A youth/family sensory path, specifically for those on the autism spectrum, is being developed parallel to Main Street in the area between the large tree bordering the parking and the library building. Additionally, CareerLink’s Youth Build program will be working on installing raised beds along Walnut Street, and the library will be initiating program opportunities for children and families to help in growing vegetables outside the library. Ashley plans that this opportunity will be funded in part by a Teen program grant and Summer Feeding Program grant.

*Van Repairs* – Ashley noted that the van is not aging well and has needed a number of small repairs recently. It is also larger than is necessary. Ashley would eventually like to have a vehicle with more seating so staff could use it to travel to workshops and programs. Ashley will look more into the mileage and year on the vehicle and consider some possibilities for the future. John asked if the van gets depreciated and Steph stated that she believes it does.

*Website Committee* – The Website committee met last week and worked together on the site map. Ashley has already reached out to First Team and will also be reaching out to Digital iWay and Prime Design Solutions for quotes. The next goal will be to finalize the site map. When the site is in the initial stages of development, Ashley plans to bring in others from the staff and possibly the general public to test it out.

*Workforce Development Conference* - Ashley presented with Jeff Dick of CareerLink and the director of the Reading Public Library at the Workforce Development Conference in Hershey. At the session, Ashley and Jeff spoke about Cambria County Library being the first library in Pennsylvania to have a comprehensive CareerLink site in their building. This partnership is being used as a model across the state.

*Friends of the Library* – Jo Novelli-Blasko has resigned as the manager of the Friends of the Library Used Bookstore. The Friends will be turning to former applicants who had been interviewed previously for the position. Because Jo was still fairly new and had only been working for approximately 8 months, the Friends believe they may find someone from that pool who is still interested.

#### Other New Business:

The board agreed that box.com was working well as a digital document repository to share items.

Bill asked about whether noise on the first floor was still an issue as it had been in the past. Ashley responded that the crochet group and CareerLink are both occasional sources of noise, due in part to the rearranged space and the lack of a floor-to-ceiling wall to enclose the CareerLink offices. Ashley mentioned the possibility of turning the PA room into a rentable room and turning more open space of the library into useable meeting space in order to

provide a better solution for groups needing spaces to meet. Leanna mentioned this could be a good grant request.

Leanna asked if there were any more issues with parking for patrons. Ashley stated that since the weather has changed and snow is not blocking as many spaces, there have not been any complaints. The option to purchase two metered spaces in front of the building is still on the table but CareerLink is not currently interested in doing so, so the library will hold off on that as a possibility.

Leanna brought up the smell of smoke that she noticed near the first floor side entrance. Ashley mentioned that smoking used to be permitted near the entrance so it could be a lingering odor, but that policy has been changed so that smoking cannot occur within 25 feet of the building. Stephanie also mentioned that the used bookstore storage room is by the entrance and the musty odor could be coming from the books.

#### Board Resignation:

Matt Decort emailed Ashley his letter of resignation from the board. Marlin motioned to accept this resignation with regret, and John seconded. The Governance Committee will accept recommendations on his replacement.

#### Committees:

Bill reviewed chairs and members of board committees, as well as topics to work on.

- Governance with Nominations subcommittee: Christine, John, and Alan. Topics of focus include filling the board vacancy and updated bylaws.
- Finance with Fundraising subcommittee: Cara, Bill, Marlin, and Alan with Leanna on Fundraising subcommittee. Leanna requested that staff members join the subcommittee.
- HR/Personnel/Planning & Administration: John, Bill, Marlin, Christine, and Alan. Topics of focus include consideration of transition to paid time off instead of distinct vacation and sick time.
- System Development: Bill, Don, Cara, and Alan. Topic of focus include updating the system agreement and assessing system policies to ensure as much uniformity as possible.

These committees should meet separately from the board in order to accomplish the work of the board as efficiently as possible.

A motion to adjourn was made by Leanna Bird and seconded by John Skelley at 5:10 pm with all in favor.