

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
June 19, 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, June 19, 2019. The meeting was called to order by President Alan Metzler at 4:02 pm.

Members Present: Alan Metzler, Don Layo, Marlin Plymette (via telephone), Leanna Bird, Cara Ferrante

Members Absent: Christine Cosgrove, John Skelley, Bill Lantzy

Others: Ashley Flynn, Becky Martinazzi, Stephanie Young, and Leah Johncola

Consent Agenda Reports:

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

A short discussion of a trustee training workshop on financial best practices occurred. That event is scheduled for July 19.

A motion to approve the minutes of May 15, 2019, was made by Cara Ferrante and seconded by Don Layo.

Staff Spotlight:

Leah Johncola, Youth Services Coordinator, presented on her role and responsibilities at the library. Leah has been with the library for 8 years and was formerly the assistant in the children's department. She manages the Children's Department staff which includes part-time staff members as well as CareerLink program workers and NCOA workers. In addition to providing daily assistance to members of the public at the circulation desk, she also runs special programs, regular programs, and participates in outreach events. She oversees story times, the SummerQuest reading program, which now has approximately 250 children registered, and the Summer Lunch program. She is also responsible for collection development and purchasing, compiling program reports and statistics, and representing Youth Services at the district level.

Alan asked Leah whether she faced any particular challenges that the board could help address, and she responded that having enough qualified staff to make sure the department operates efficiently can be challenging.

Treasurer's Report:

Cara Ferrante presented the treasurer's report and noted that the library special book sale was a huge success. Night Music showed a \$2,000 increase compared to last year. Total disbursements were under 48% of the budget and there have been no unexpected disbursements.

Cara also reported on the Community Foundation investments, which showed a return of \$5,331 in the library's portfolio.

Leanna asked about the furniture expense line item and what happens to the budgeted money if it is not spent near the end of the year. Ashley responded that the money left near the end of the year is ideally spent on "wish list" items, but sometimes operating expenses in other categories may eat into this line item. Leanna mentioned applying for a Community Foundation for the Alleghenies grant to help support future furniture costs if needed. Alan recognized that this would be a good idea.

Alan brought up an item on Ashley's agenda regarding a donation from Westmont Borough. Ashley reported that Westmont usually donates \$1,500 annually closer to the end of the year. At this time, the library has received \$500, and since the donation came earlier than usual, it is uncertain whether this payment is the total payment for the year or the first installment of additional payments. Alan recommended calling the borough office to clarify whether additional payments will be sent or whether the borough has cut funding. Leanna asked which municipalities offer support. Southmont and Upper Yoder both contribute and the city of Johnstown also offers support as part of a tax referendum.

Cara reported that Barnes and Saly have performed the library audit and that the results should be available at the next meeting.

The treasurer's report was filed for audit.

Director's Report:

Staffing - Ashley is interested in hiring a 15 hour/week position that would primarily work in the Children's Department but also be available for shifts in Circulation and at the Information desk. These hours are available due to Laryssa Duncan's promotion to a full-time position from a part-time position, as we have not yet filled her former part-time position.

JAHA partnership – The library has been in communication with JAHA and hopes to partner with them on a number of items. This includes JAHA's revamping of their Children's Museum. Ashley reported that she and Leah had visited the museum to get an idea of the space. Currently, there is a shelf with books that remain in place at the museum; the library plans to fill this shelf with a rotating collection. The library also plans to offer free children's passes to the museum that may be checked out as part of a circulating collection. In return, the library will offer display space for JAHA promotional materials and be open to other ways to offer support.

Freemal usage – Ashley reported that since starting the service in April, there have 220 song downloads and 1,363 streamed songs. A total of 50 patrons have streamed and 33 have downloaded music.

Parking lot – Ashley has been in continued contact with Jeff Dick from CareerLink. Currently there is nothing in writing concerning the parking situation, which continues to be an issue. Alan suggested that we need to have something in writing to cover both CareerLink and Goodwill employees. Towing of unauthorized parked vehicles may be required. There is still talk of buying two metered spaces in front of the library for use but this has been tabled until CareerLink goes into their next fiscal year and has more adequate funding.

Sensory Garden – The Girl Scout who has been involved in planning the sensory garden has been in to visit the library and outdoor space. She is working on compiling information on her materials and donations received. CareerLink has confirmed that YouthBuild participants will help in the construction of three gardening beds. The beds will be installed on the Walnut Street side of the property and will include two vegetable bed and one pollinator bed. The goal is to get everything set up before the start of the school year.

Alan would like for the library to look into getting an outdoor camera system set up for surveillance purposes. This could possibly be subsidized by a Lee Initiatives safety and health-focused grant.

Leanna recommended looking into planning future maintenance of the outdoor space. This could mean transferring the responsibilities to another Girl Scout, volunteer, or staff members. Alan mentioned that the Master Gardeners could be asked for any assistance. Ashley mentioned that the Master Gardeners did help in finding the appropriate outdoor space and could be called upon again.

Website Committee – The website committee is set to meet again in early July. Ashley has gotten quotes from Digital iWay and is waiting for Prime Design Solutions to put together a quote. Prime Design Solutions would be able to assist with site mapping, whereas with Digital iWay and First Team, the library would be responsible for the site mapping. From there, the committee will discuss which direction is best to take for the future of the website design project. Alan asked for clarification on the purpose of the website as opposed to Facebook. The consensus was that Facebook is more event and program-oriented whereas the website is the ultimate base to which patrons should be directed, particularly for things like the catalog, databases, and Overdrive.

Friends of the Library – Alan reviewed the role of the Friends of the Library group, which is to support the library. He also reviewed their operational structure. The bookstore manager and assistant are paid through the library payroll. However, outside of this, the library administration has very little control over the hiring and firing, hours, etc., of these positions. A balance needs to be struck between the level of control and responsibility exercised by the library. This topic was tabled for discussion as it relates to personnel in executive session.

Committees:

Alan reviewed the current committees. Ashley noted that her two priorities would be the HR/Personnel and System Development committees. The majority of the board's work should be accomplished in committee in order to help the board meetings run as efficiently as possible. So far, attempts to convene have been unsuccessful, but Alan and Ashley will continue to try to arrange meetings of committees for the future.

Leanna updated the board on the Fundraising Committee's progress. They had their first meeting, which included several staff members. She sent out a survey to committee members which determined that the website, HVAC, and building renovations were priorities for funding, and capital campaigns and grants were first choices in means of fundraising. Leanna has been researching various grants that would be appropriate. For the website, the Community Foundation for the Alleghenies could be an option. They usually fund amounts of \$1,000-\$7,500 with the average being around \$3,000. The last Friday in August is the deadline for the next CFA grant. The Lee Initiatives grant deadline is usually sometime in November and they award larger amounts, which could possibly be used as matching funds in conjunction with another grant. This could be a possibility to explore for building projects. Leanna and Ashley will meet with the Indiana Free Library to discuss the process of how they obtained a Keystone grant. It was also mentioned that another event fundraiser – a craft beer and appetizer night – could be an option a part of a capital campaign.

Alan noted that he would like to meet with Tim at some point to discuss building and maintenance needs. The first priority would be safety, followed by environmental, and then aesthetic/functional needs. Alan also mentioned a possible meeting with Mike Kane to discuss Mellon or Heinz Endowments as funding possibilities.

The meeting went into executive session for personnel matters at 5:10 pm. Executive session ended at 5:20 pm.

A motion to adjourn was made by Cara Ferrante and seconded by Leanna Bird at 5:20 pm with all in favor.