

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CAMBRIA LIBRARY ASSOCIATION**  
**July 17, 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, July 17, 2019. The meeting was called to order by Vice President Bill Lantzy at 4:00 pm.

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

Members Absent: Alan Metzler, Christine Cosgrove, Cara Ferrante, Leanna Bird

Others: Ashley Flynn, Becky Martinazzi, Stephanie Young, Esther Vorhauer, and John DeBartola

Consent Agenda Reports:

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

Bill asked Becky if there is any chance of Saltsburg Free Library becoming part of the district. Becky responded that there is not any interest at this time due to the low level of operations. They run primarily on volunteers and a part-time senior program worker. Because of that, it would be hard for them to meet the high standards of service that are required by Office of Commonwealth Libraries.

Bill also questioned the status of Burrell Township Library and its future. Becky reported that Burrell has been working on fundraising to re-build and re-establish the library after its closing in early 2018. Their 2018 waiver for standards has expired, and the state is not likely approve another waiver. They have been mandated to submit documentation of the library's status and plans for future service and operations to OCL with a deadline of July 17. If Burrell does not comply, they risk having their state aid funding and district services pulled. Becky will be going to Burrell's board meeting on July 18 to review OCL's expectations of the library and hear the thoughts of the board.

A motion to approve the minutes of June 19, 2019 was made by Marlin Plymette and seconded by John Skelley.

Public Comment:

John DeBartola attended the meeting as a guest and gave a short statement concerning ABD Construction Services. The library was required by City of Johnstown protocol to pay this company to inspect the library's renovations to the third floor restroom. These renovations were required in order to make the bathroom ADA compliant. John DeBartola thanked the library for being transparent and honest following his request for information regarding ABD

Construction. He also praised the library for the services offered and proclaimed his support of the organization.

#### Staff Spotlight:

Esther Vorhauer, Head of Reference, presented on her role and responsibilities at the library. Esther has 35 years of experience in libraries and has been working as the Head of the Reference Department for the last 3 years. Esther manages the Reference Department staff on the third floor of the library and handles all of their scheduling. She is also a selector of nonfiction print and audio materials. When asked about how technology has influenced her work, Esther commented on the increase in the use of WiFi service, printing services, mobile hotspots, and individuals needing help with their personal devices. Esther also oversees all of the adult programs, and mentioned the start of the library's adult summer reading program last year and its continuation this year.

#### Treasurer's Report:

Stephanie reported on a few key items on the treasurer's report for June, including the line item for Public Relations. She explained that it was higher than usual due to summer programming, especially the newly introduced adult summer reading program. Hospitalization may be down, however, and that would give some financial cushion. The library is also still waiting to receive the District Aid payment, which usually comes in July, as well as county funding.

Stephanie spoke to Westmont Borough regarding our 2019 contribution. Their representative confirmed that they would only be offering \$500 as a donation for this year, as opposed to their usual \$1,500, due to budget constraints. Ashley plans to be more pro-active in developing relationships with local governance and stakeholders to encourage continued donations.

The treasurer's report was filed for audit.

#### Director's Report:

*Financial Best Practices Workshop* – Ashley mentioned that a Financial Best Practices workshop will be held at the library on July 19. The workshop is sponsored by the Office of Commonwealth Libraries and will feature a speaker from the PA Association of Nonprofit Organizations. Marlin plans to attend. Spots are still available to sign up if anyone else would be interested.

*Staffing updates* – Nikki Varner and Loriann Hutzler have been hired for part-time positions working between the Children's and Circulation departments.

*JAHA partnership* – The library has partnered with the Children's Discovery Museum to create a library corner, which will feature library books and a play circulation area. In addition, children's

admission passes to the Johnstown Children's Museum will be introduced as a circulating item for library patrons. The passes will operate like a coupon but will generate circulation statistics for the library. All of the Cambria County libraries will be able to check out passes. If this is a success, Ashley said she would like to consider expanding to other organizations as partners. Bill asked if the passes would be done by the end of children's summer programs to which Ashley responded that it would depend on when libraries finish their summer programs, but that they would likely be ready before "back to school."

*Freegal* - Ashley reported that since starting the service in April, there have been 281 song downloads and 1,926 songs streamed. In June, there were 69 songs downloaded and 482 songs streamed, and so far July, there were 38 songs downloaded, and 314 songs streamed. This amount was consistent with Ashley's expectations but she does think the library could work on promoting the service better and continue to grow patrons' use.

*Our Town podcast* – Ashley appeared as a guest on the "Friendly, Safe, & Clean" podcast hosted by Our Town. The podcast features a different community leader in each episode. The focus of the library episode was on the new "Hour with a Librarian" service offered by the Reference Department.

*Website Committee* – The website committee has a meeting with 1<sup>st</sup> Team on July 22 during which 1<sup>st</sup> Team will present their proposal and answer any questions that the committee may have. The approximate cost of 1<sup>st</sup> Team was on the lower end at around \$8,000, but Ashley wanted to get a formal proposal. Prime Design's proposal came in over \$30,000, which seemed high to the committee. Ashley has also reached out to Grit, the designers of the York County Library website, who have asked for an RFP to give a cost estimate. Grit has worked closely with other libraries and seem to be very familiar with design aspects specific to Pennsylvania libraries. Ashley plans to connect again with them.

*Career Link – Resource Fair* – Jeff Dick of Career Link, Beginnings, JARI, and the library are working with "Bridging Cambria County" to host a resource fair to be held September 12 from 2:00-6:00. The theme of the resource fair will be "back to school" and bring in different vendors from the area such as The Learning Lamp, the Backpack Project, etc. and feature a variety of kids' activities.

*October Board Meeting* – The board meeting was originally scheduled for October 16. This is the week of the Pennsylvania Library Association Conference, which will be attended by many library staff. Because of the staffing limitations at that time, Ashley requested a change of the meeting date to October 23.

John Skelley made a motion to change the October board meeting date to October 23, and Marlin Plymette seconded, with all in favor.

*cloudLibrary* – Ashley reviewed the benefits of switching to cloudLibrary as an alternative e-book platform to Overdrive. It would offer the district a significant cost savings as well as a

cloudLink option that would allow the district to share other libraries' e-collections. All of the district libraries were given the option to vote in an anonymous survey as to whether they would prefer to continue with Overdrive or switch to cloudLibrary, and the majority voted to make the switch. Because the library's Overdrive contract doesn't expire until March 2020, the library would continue with Overdrive until then. In order to allow patrons to gradually acclimate to the new platform, cloudLibrary will begin in January 2020 and both services will run simultaneously until the Overdrive contract's expiration date. At the end of the Overdrive contract, all of the content would migrate over to cloudLibrary.

Marlin Plymette motioned to enter a contract with cloudLibrary beginning January 2020 and allow the Overdrive contract to expire, and John Skelley seconded with all in favor.

### Committees:

*Governance* – The Governance committee met and discussed the process for filling board vacancies and making updates to the bylaws. Ashley will update the current draft of the bylaws to include some of John's recommendations, and hopes to send revisions out soon. John offered to reach out to Alan Cashaw for possible candidates to serve on the board. Ashley is interested in looking for a representative affiliated with downtown Johnstown.

*Finance – Fundraising subcommittee update* – The Fundraising committee met with Leanna as the main board representative. The two major concerns of the committee are the new website and building updates. Leanna would like to know if the board would consider supporting a capital campaign which would include a quiet phase and public phase. The quiet phase would involve more personal and one-on-one solicitations whereas the public phase involves a continuation of the campaign showing how much has already been raised. This approach would require a significant amount of board involvement in order to succeed. The board agreed to table this discussion until a future meeting when all members were present.

*Building* – Ashley has met with the library maintenance supervisor, Tim, to discuss Alan's recommendations and priorities for building updates that could be part of a capital campaign. Some priorities that may warrant attention soon are updates to the HVAC system as well as renovating structural spaces within the library to allow for more rentable meeting and conference rooms as well as study pods.

*HR/Personnel/Planning & Administration* – Topics for the HR committee included creating policies for part-timers regarding time off, drug testing, performance evaluations, and the director's evaluation. John proposed that they would like Ashley to create annual objectives along with quarterly goals. The progress towards completion of the established objectives would form the basis of the director's evaluation. Ashley also proposed that this could go along with the creation of a strategic plan for the library that would outline more long-term goals.

*System Development* – The system development committee is working on a system member agreement. A greater focus will be applied to discussion of what policies and procedures could be standardized among all Cambria County libraries. Ashley will be drafting a new member agreement for 2020. The last significant updates made to the agreement occurred in 2008.

Executive Session:

The meeting went into an executive session at 4:50 pm, which ended at 5:05 pm.

A motion to adjourn was made by John Skelley and seconded by Marlin Plymette at 5:05 pm with all in favor.

The next meeting was scheduled for September 18, 2019 at 4 p.m.