

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
August 21, 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, August 21, 2019. The meeting was called to order by Vice President Bill Lantzy at 4:03 pm.

Members Present: Bill Lantzy, Cara Ferrante, Don Layo, Christine Cosgrove, John Skelley, Alan Metzler (via telephone)

Members Absent: Leanna Bird, Marlin Plymette

Others: Ashley Flynn, Barbara Mitchell, Stephanie Young, Nicole Lenz, and Jay Patton

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 minutes of June 19, 2019 was made by John Skelley and seconded by Cara Ferrante.

Public Comment:

Jay Patton attended the meeting to share his concerns about library policies following a discussion with the head of reference and the library director. He feels that the cell phone usage policy is not enforced consistently throughout the building. He also expressed concern over beverages being allowed near the computers, potentially causing damage if spilled. Ashley responded that she hadn't heard of an instance of that happening and that the building policy allows for beverages with a lid. Mr. Patton also suggested reducing the amount of time patrons could spend on the computer. Ashley noted that this library's computer use policy is the most stringent in the county to her knowledge. Bill shared his experiences with the Northern Cambria Library's policy on computer use. Bill thanked Mr. Patton for sharing his concerns and stated that the board would address them in house.

Staff Spotlight:

Nicole Lenz, Circulation Manager, has worked for the Cambria County Library for six years. This is her fourth library and she has twenty years of experience in libraries. She loves working in the circulation department because she enjoys sharing books with patrons and helping to meet community needs. In addition to supervising the circulation staff, Nicole also selects the fiction and fiction audio materials. Nicole is also responsible for working with the magistrate to recover late materials. Ashley noted that Nicole has been a critical part of helping the

circulation department to have a more active role in the library's overall operations and community engagement. To that end, Nicole is working on a Selfie Project to promote Library Card Sign Up Month and get local celebrities on board to spread the message. Bill Lantzy asked how things have changed since CareerLink has moved in. Nicole noted that it's been a bit nosier and more crowded, and the lack of parking has been a common complaint. John Skelley asked what the primary challenges she faced are, and Nicole responded that public use is inconsistent, so there are times throughout the day when the desk is extremely busy and times when it's very slow. She also noted that collecting overdue fines and lost fines can be challenging.

The board then entered a discussion about Mr. Patton's concerns. Christine asked if the librarians might be afraid to confront some patrons, which might cause policies to be applied in an irregular fashion. Alan Metzler said that we should trust the staff's judgement in those situations and that the safety of our staff is paramount. He suggested having a second staff person get involved when possible. Christine asked if putting up more signs would help, but Ashley said there are a lot of signs up already. Ashley said there is some room for improvement in enforcing policies and mentioned that she has already discussed the topic with the head of reference.

Treasurer's Report:

Cara Ferrante presented the report. She said that we are right on track with expenses. No district or county money had been received, so Stephanie was working on a plan for moving money around to make it more accessible and get the bills paid. The perpetual trust fund at the Community Foundation for the Alleghenies is doing well. We had a 3.2% net gain in the last quarter. Bill commented that the change in the mixture of conservative money versus stocks and bonds is working.

Cara also discussed the audit and said we received a clean opinion. There were no disagreements with management and no difficulties had occurred. They did ask that the Spark invoice be entered into Quickbooks with the date of payment, not the date of the invoice. Bill asked if we are still purging overdues that are over five years old and Stephanie confirmed that we are continuing to do so.

The treasurer's report was filed for audit.

Director's Report:

Director's Goals – Ashley presented a list of her priorities for 2019 for review and evaluation of her performance as director. Ashley noted that she had hoped to be further along with her progress towards the achievement of the goals, but that unexpected developments such as staffing concerns have slowed things down. John noted that he liked the format and Cara felt

that quarterly updates to the priorities would be appropriate. Alan noted that Ashley has hit problems head-on and has had excellent performance to date.

State Aid Increase – Ashley explained that the library will see a 9.2% increase from the state, which should be used to help the library meet any standards that are currently not being met. For the Cambria County Library, the two primary standards not being met are the certification for the Youth Services Coordinator and the number of hours open. The library is currently open 60 hours a week, but needs to be open 64. Based on a preliminary estimate, Ashley predicted it would cost the library an additional \$15,000 to achieve 64 hours. Her initial plan would be to open Monday, Tuesday, Wednesday and Thursday from 8 am to 8 pm, and Friday and Saturday from 8 am to 4 pm. Bill asked if the 9.2% increase would also increase the other libraries' state aid amounts. Ashley said yes, this increase is across the board. Most of the other system libraries will need to use this money to achieve the appropriate level of certification for their directors.

Northern Cambria's Building – Bill explained that on July 18, a section of the library's brick wall fell over and struck the neighboring building. Replacement for the roof had been planned for September. However, the current damage has expanded into a much more serious and expensive situation than was originally anticipated. A structural engineer told Bill that he didn't think the building could be safely repaired based on the level of damage and the cost to fix it. The library had been offered a temporary storage site that is unheated and was offered at the cost of electricity. They have also been offered to rent a site that's smaller than their current space but air conditioned, handicapped accessible, and includes utilities and snow removal. Bill feels they have a path forward to reopen, and added that the board has been in contact with every person in the county who might be able to offer assistance. Ashley commended Bill and his board for their proactive approach to resuming library services and offered to set up a makeshift bookmobile stop if they aren't soon able to offer library services to their community.

Westmont Borough – Don Hall from the Borough of Westmont had been in see Ashley. As was discussed last month, the borough's annual donation had been reduced from \$1,500 to \$500. Ashley wrote them a thank you letter and added a personal note that she'd like to introduce herself to the borough council members at their convenience. That letter prompted Mr. Hall's visit. He invited Ashley to present at an upcoming borough meeting and explain how the funding is being used, and what the library could do if the funding amount was increased. Ashley plans to present data on how many of our regular story time families live in Westmont, as well as what additional funding would mean for the library. John noted that he knows some of the council members.

Website Proposal:

Bids for the new website development project were discussed. Ashley explained that the website committee has been working to identify developers and get pricing. Bids have come in between \$8,000 and \$60,000. The website committee's recommendation is to accept the

proposal from +public, a company that works exclusively with nonprofits. Their proposal came in just over \$15,000 and included rebranding for 13 libraries, focus groups for research and development purposes, and the website creation. Ashley noted that this expense could be manageable if the library is successful in their efforts to obtain a grant from the Community Foundation for the Alleghenies. In addition, there is \$2,000 left over from the Intuit Honorarium as well as funding from some other budget lines that aren't anticipated to be fully expended by the end of the year. John questioned what would happen if we go over the anticipated number of hours included in the +public quote. Ashley said she would get more information from them before entering a contract. Alan asked if the website committee's recommendation had been unanimous, and Ashley confirmed that it had been.

A motion to approve the +public quote pending confirmation about potential overages was made by Alan Metzler and seconded by John Skelley with all in favor.

Audit Proposal:

Ashley presented the audit proposal from Barnes Saly & Co. for the Cambria County Library and the system members. The member libraries receive a review every two years and a full audit the third year. The full audit is more expensive, but the proposal divides the costs out evenly for each year in the contract so that the libraries can budget consistently. Ashley noted county coordination aid pays \$1,750 for each library and the system board kicks in \$250, giving them \$2,000 to use towards the overall cost. Cara said that this quote was very reasonable and that each library will see an increase of approximately \$100 annually. Alan commented that before the system facilitated the audit process, many unqualified people were doing the reviews and audits for the libraries and the quality was not adequate. He added that it is a fiduciary no-brainer to continue providing audit assistance to the libraries.

A motion to accept the quote from Barnes Saly & Co. for library audits was made by Christine Cosgrove and seconded by Cara Ferrante with all in favor.

Committees:

Governance – Ashley noted that the draft of the bylaws had been distributed, but some of the committee members had not had a chance to review that draft. Ashley suggested giving the board more time to review them and said she could present them for a vote at the next board meeting. Alan was supportive of tabling approval until next month. Ashley also discussed potential board candidates to fill the vacancy. Two candidates had been put forth by Alan Cashaw and Ashley had talked with them both on the phone. Alan suggested having the whole board review Ashley's comments on each candidate and move the issue to next month's meeting for a vote.

Finance – Fundraising subcommittee update – The subcommittee was working on language for the Community Foundation for the Alleghenies grant. They had also submitted a Causality

Grant for potential web development services but hadn't received a response by the board meeting.

HR/Personnel/Planning & Administration – Ashley explained that she had developed a policy to handle absenteeism and tardiness, since our employment handbook doesn't include specifics on these topics. This policy had been discussed in committee and included language provided by John.

A motion was made to accept the Other Absences Policy by John Skelley and seconded by Cara Ferrante, with all in favor.

System Development – Ashley explained that she has a list of action items to tackle based on the committee meeting, but hasn't had a chance to work on them yet.

Building – A committee meeting was set for September 4 to assist in the development of a list of priorities.

Executive Session:

The meeting went into an executive session for personnel at 5:12 pm on a motion by John Skelley with a second by Cara Ferrante. It ended at 5:19 pm.

A motion to adjourn was made by John Skelley and seconded by Don Layo at 5:19 pm with all in favor.

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