

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
September 18, 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, September 18, 2019. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Bill Lantzy, Cara Ferrante, Don Layo, Alan Metzler, Leanna Bird, Marlin Plymette

Members Absent: Christine Cosgrove, John Skelley

Others: Ashley Flynn, Becky Martinazzi, Stephanie Young, and Joel Koss

Consent Agenda Reports:

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

Bill Lantzy inquired about the status of Burrell Township Library and if Office of Commonwealth Libraries was satisfied with their efforts to secure a temporary location. Becky commented positively and added that Burrell has submitted their plans for the remainder of 2019 to slowly come into compliance with the standards expected by OCL.

A motion to approve the minutes of August 21, 2019 was made by Cara Ferrante and seconded by Marlin Plymette.

Staff Spotlight:

Joel Koss, Network Administrator, has worked at the library for 29 years. He began in the Children's Department and eventually worked his way to the role of Network Administrator. Alan asked Joel if he sees any ways in which the library would be at risk for information vulnerabilities and theft. Joel explained that all patron information are stored elsewhere through our ILS provider, and all credit card information is also handled through a third party. Joel added that he makes sure there are backup mechanisms in place to recover any information on our network.

Bill asked about Joel's work with the other libraries, and noted that the other libraries appreciate having his IT support. Joel noted that having an assistant in his department would be a great help. Alan recommended that Joel seek an intern from a local college. Leanna asked if it would be helpful to have an intern for the upcoming website redesign project, but Joel expects a lot of that work to be completed by the developer. Alan also asked about the library's security cameras and Joel commented that they're not wireless and we keep 3 months of footage.

Treasurer's Report:

Cara Ferrante presented the report. Cara reviewed the Cash Receipts report, noting that \$27,000 was moved from the perpetual trust fund due to a delay in the distribution of our district funding. Cara noted a few items on the Cash Disbursements report being higher than usual, including Software, which was due to purchasing Microsoft licenses for libraries. That amount will be reimbursed to CCL's account soon. Contracted Services was also high due to paying for the county libraries' audits. Both Receipts and Disbursements appeared close to 70% of the budget.

Alan asked if it would be worthwhile to hold a conference call with the Community Foundation now or later when the board has filled the trustee vacancy to discuss the library's funds and portfolio. Bill suggested it might be best to do it now rather than later to see what advice they have. Ashley will coordinate a call with them for that purpose.

The treasurer's report was filed for audit.

Director's Report:

Night Music Sponsor Letters – Ashley passed around the list of Night Music sponsors to have board members review and check to see if there were any familiar contacts to whom board members could write a personalized note encouraging the potential sponsor to donate. Ashley will send out the list via email again to the board.

Hastings Director – Due to the untimely passing of Hastings former library director, the Hastings board was met with the need to hire a new director. Ashley had informed them of the requirement to hire an individual with some college background to meet state certification requirements and that the 9 library science credits also required for certification could be obtained upon hiring, if needed. Because the board selected a former board member who has no college background as their new director, she will be required to undergo college classes to meet the certification level. Two past attempts at completing the state form requesting an extension for fulfilling these educational requirements were deemed unsatisfactory according to expected standards. Alan suggested sending a letter from the CCL system and system board to help identify the seriousness of the director's meeting educational requirements and the library's potential hardship due to the expense of these classes.

Staffing Updates – Ashley informed the board that the search is still underway for a new van delivery driver, but that an offer was made to an individual for the part-time maintenance position that was advertised. Interviews are currently being set up for a new Assistant Bookstore Manager for the Friends of the Library. Ashley also plans to soon put out a job listing for a Marketing and Outreach Coordinator position at CCL.

DLC Meeting – Due to the increase in State Aid money, Ashley reported that Office of Commonwealth Libraries expects libraries to use the money to work toward compliance with any standards they may not currently meet. Ashley informed the board that CCL does not meet its current standard for hours open. As it stands, the library is only open 60 hours a week but should be open 64 hours due to the library's role as a District Center. In addition, CCL does not meet the certification level for the individual in the position of Youth Services Coordinator. Both of these standards will be addressed with the increase in state aid distribution for the coming year.

Patton Board Meeting – Ashley attended the Patton board meeting on Monday, September 16. Ashley noted that the Patton board had submitted a community petition to protest the educational certification requirements of their library director that were recently introduced and enforced by Office of Commonwealth Libraries. Ashley was able to assure them that they do not need to be concerned about meeting this requirement due to the fact that their library director was hired pre-2012, a time during which the director was able to comply with what was then known as "system certification." The board was very happy to hear this news and expressed interest in hosting administrative staff from CCL on an annual or semi-annual basis.

Leanna suggested that CCL administrative staff (Ashley, Becky, Barb) might wish to be proactive about attending more area library board meetings. Ashley agreed and commented that this is something that she hopes to integrate as a more regularly scheduled event.

Halloween Parade – The library will be closing at 5:30 on October 22, the day of the Johnstown Halloween Parade. Library staff will be marching in the parade as part of a float, and any board members would be welcome to join in.

Active Shooter Training – Alan is working with a representative of the Department of Homeland Security to prepare an Active Shooter Training that will address the security needs of library building. This builds upon the Active Shooter Training that was held two years ago by state police at a district-wide workshop. Ashley is working on getting together current building information, policies, and plans to have ready for the training event.

Website Updates – Ashley informed the board that the library had been offered a 50% matching grant from Causality for a website redesign. The board had already approved entering a contract with Plus Public for this project. However, Ashley wanted to investigate the Causality offer before signing off on Plus Public.

Commissioner Meeting Portage Library – Ashley stated that the County Commissioners would be meeting on September 26 at the Portage Public Library. She also mentioned that the Portage library director had suggested potentially using this as an opportunity to request more funding from the county, using our funding increase from the state as a talking point. Alan commented that the board and CCL do try to communicate consistently with the county and plan to continue doing so. He suggested Ashley might attend the meeting as a way to update them on library happenings. Ashley also remarked that she is interested in communicating more of the

value of the library and library system before asking for an increase in government support. Alan also suggested getting in touch with Commissioner Tom Chernisky to let him know of the library's presence at the meeting. The board members opted not to make a request for a funding increase at this time.

Committees:

Governance – Alan reviewed the vacancy on the board and the board's need to better define their needs in enlisting a new member. This is something he believes can be collectively discussed among current members. Ashley has called and spoken with potential new members. Leanna also suggested talking to Commissioner Tom Chernisky about potential candidates. Ashley noted the vacancy was board-appointed rather than county-appointed.

Governance – Ashley posted the updated draft of the bylaws on Box. There was discussion of the language that defines a quorum. Bill suggested updating the definition to be a majority of existing members. Marlin brought up the language on electronic communication as it relates to a quorum. Alan confirmed that there is language in the updated bylaws draft on votes that can be cast via email or phone.

Marlin made a motion to accept the updated bylaws, pending the change to the bylaw language as discussed, and Bill seconded. All were in favor.

Finance – Leanna noted that a grant to the Community Foundation for the Alleghenies has been submitted. Leanna also mentioned that they will likely work on going after the Lee Initiatives grant in November. Alan mentioned that he can connect with some of his contacts to look into support for grant seeking. It was brought up that if a \$50,000 grant was given for building development purposes, this money could be used as a match for the Keystone grant.

HR/Personnel/Planning & Administration – no updates

System Development – no updates

Building – Alan mentioned some of the building upgrades that are needed, such as carpet upgrades, a utility shed, brick work, community room updates, etc. The committee is currently in the process of getting estimates on some of these items. Leanna asked if HVAC was a priority to which Alan confirmed it was, but he was not sure what an estimate for maintenance and repairs on the system would be. Community room updates were discussed as a potential topic for a grant proposal.

A motion to adjourn was made by Leanna Bird and seconded by Bill Lantzy at 5:15 pm.

The next meeting was scheduled for October 23, 2019 at 4 p.m.