

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CAMBRIA LIBRARY ASSOCIATION**  
**January 15, 2020**

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Robert G. Rose Conference Room on Wednesday, January 15, 2020. The meeting was called to order by Vice President Bill Lantzy at 4:00 pm.

Members Present: Bill Lantzy, Leanna Bird, Marlin Plymette, John Skelley, Don Layo, Cara Ferrante, Aletha Haselrig-Jones, Alan Metzler (phone)

Members Absent: Christine Cosgrove

Others: Ashley Flynn, Becky Martinazzi, and Stephanie Young

Consent Agenda Reports:

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

Bill inquired about the situation at the Burrell Township Library and its status. Becky informed the board that the library is still operating out of the township supervisors' building and is open three days a week for 5 to 6 hours a day. They are on track to apply for a Keystone grant in 2020.

A motion to approve the minutes of December 4, 2019 was made by John Skelley and seconded by Cara Ferrante with all in favor.

Staff Spotlight:

Patty Heilmann, CCL's Marketing and Outreach Coordinator, presented as part of the Staff Spotlight. Patty holds a degree in Communications and has worked at CTC and at UPJ doing event planning and design work. She most recently had worked part time at Precious Metals and Diamonds Company. Ashley noted that Patty has been helping to increase the quality of social media and graphic design images for the library. Because the position is brand new, Ashley and Patty have been working together to identify priorities and how the library can most benefit from Patty's job duties. Patty will also be responsible for selecting marketing materials funded by the District PR/Marketing mini-grant. John asked Patty what she viewed as most important to helping the library increase its visibility and outreach. Patty noted that social media, design, and press releases were all things that she thought would help. Alan mentioned connecting Patty with Leanna to work together on any promotional efforts. The board agreed the position will be good for increasing people's awareness of the library and creating more partnerships within the community.

### Treasurer's Report:

Cara Ferrante presented the report for December 31, 2019. She noted that the income reflects an increase in the District Aid money along with increased grant income. Approximately 27,000 was moved over from the perpetual trust. The library ended 2019 with a total income of \$1.7 million, which Cara reported was well-off. Regarding the library's expenditures, there was some cost savings on salaries, wages, and benefits for 2019. The figure for total expenditures ending 2019 was approximately \$1,659,000, which is about \$26,000 less than 2018. Cara reported that overall, 2019 was a good financial year.

Bill asked if there might be a time when the library wouldn't need to have the Community Foundation in their budget. Steph and Cara agreed that this would only be feasible if there was substantial increase in funding from an outside source or in the library's fundraising. Leanna added that an increase would be more likely to come from fundraising rather than grant income.

Additionally, the Community Foundation investment report was received but the rate return for the entire year was not provided. Cara reported on the October call with Skip at Cornerstone, who gave his outlook on investments, expecting that stocks would perform better than bonds for the coming year. The library is at 40% equity exposure currently, which is low compared to 56-57% which is more typical of investors. Cara thought that 50% would be a sufficient increase for now with a timeline of 1 year to get to that point.

A motion to have Skip move the library's investments to 50% equity exposure over the next year was made by Cara Ferrante and seconded by Marlin Plymette, with all in favor.

The treasurer's report was filed for audit.

### Director's Report:

*Self-Evaluation and 2020 Priorities* – Ashley presented her self-evaluation to the board and noted that she felt 2019 was a successful year. One unanticipated challenge was finding time to discipline, coach, and manage the numerous employees on staff as well as find a balance between managing their performance and giving them autonomy to freely execute tasks. Ashley noted the creation of Patty's position as an accomplishment as well as ensuring all staff have clearances and mandated reporter training.

Ashley noted that she tried to be realistic about her 2020 priorities, particularly that more time would be needed to accomplish more involved tasks, like the development of a new website. Enhancing the design of the third floor is also something that she would like to see done but is not necessarily a priority due to the lack of funding.

Bill asked if the Community Room design project would be underway soon, to which Ashley replied that painting will be done and new carpet will be put in during the last week of January.

Leanna mentioned that fundraising has gained momentum, particularly with this year's fund drive campaign. She added that we could consider a future capital campaign, along with possible grants that would likely require a match. Ashley also mentioned the likelihood of another fundraising event for 2020.

*Notable 2019 Statistics* – Ashley reported on some of the notable 2019 library statistics. Library card registration was up from 2018. Computer usage was down, but Wi-Fi usage was up. CD music circulation was down, but Freegal usage is doing very well. Attendance was up by 20,000 visitors, which is still impressive even after accounting for the 12,000 annual visitors to CareerLink. The last time attendance was so high was in 2010-2011.

*Fund Drive Campaign Report* – Ashley reported an increase in funding from the fund drive campaign for this year compared to last. For the 2018-2019 fund drive, there were 141 donors, with roughly \$200 expended, resulting in approximately \$5,000 in profit. Ashley commented that for this 2019-2020 fund drive, there have been 229 donors, with \$3,000 expended, and \$13,000 received so far.

*Cloud Library Transition Update* – The Cloud Library platform is live and working as of January. Trainings of staff and other librarians in the district will happen later in January and February. Patty will also be working on a marketing campaign to promote the change to patrons. Leanna mentioned possibly pairing any of the website trainings with the Cloud Library trainings.

*Website Redesign Updates – surveys deployed* – Another email containing the branding survey that will help in the library system's website redesign will be going on January 16. Every library has a unique link to their own individualized survey. There have been some revisions done with Highland's survey, as some of the questions on the original survey, such as those regarding the library's logo, did not pertain to them. Focus groups will be held in the near future to add another dimension to the feedback received from the surveys. Ashley noted that there has been a lot of interesting information gained so far from the surveys. The plan is still to have the new website live in time for National Library Week in April.

*Volunteer Fall* – Ashley informed the board that a volunteer of the bookstore had fallen last month coming into the building and had broken her hip. This incident was reported right away and filed with the insurance company. Stephanie commented that the insurance has responded to the claim saying that they will be sending a questionnaire for the volunteer to complete. Alan mentioned this gives further reason to look into cameras for exterior areas of the building.

*Threatening Patron Update* – Ashley updated the board that a hearing had been held in relation to the charges filed against a patron who had threatened staff a few months ago. Ashley called the police to follow up, and the police informed her that the "victim" agreed to drop charges if the defendant sought mental health treatment. However, no library representative had been present at the hearing, and the library is the victim, so Ashley questioned if there had been a mistake. A certified trespass notice was sent to the patron, and Ashley will follow up again. Alan recommended sending a letter to the police chief and/or judge to confirm that the library was

not present at the hearing, did not agree to what had been settled, and had sent a trespass notice.

*Pest Updates* – Ashley informed the board that Erlich had visited the library to address the issue of bedbugs. They brought a dog who searched for possible contaminated items throughout the building, and they did find several items that have been quarantined and are being treated. Some of these items, including furniture and yarn from the crochet group that meets at the library, have been thrown away. Ashley informed the crochet group that the disposal of the yarn was for safety purposes, which brought up discussion of employing a policy that would address patrons not being allowed to leave items in the library's space. The crochet group did not receive this message well and may find a new area to meet outside of the library. Ashley mentioned that she could reach out again if appropriate to help them find a new meeting spot. CareerLink would like to bring in Erlich's dog twice a year as a matter of routine policy, but Erlich's had not yet supplied information on the pricing for that service. The board agreed to vote on the issue by email when the pricing was provided. So far, Erlich has presented one informational presentation to staff on recognizing and handling bedbugs and will present two more – one intended for other staff who did not get a chance to attend and one intended for the public.

*Facilities Work Group – OCL* – Ashley reported that she has been participating in a work group that has been charged to re-write state regulations concerning library facilities standards.

*E-Rate Updates* – Ashley reported that she has continued to work on and complete the required paperwork to receive discounts and reimbursements for 2020 through E-Rate, as well as prepare for the next round of 2020-2021.

*HSLC Involvement* – Ashley has been voted in as chair for HSLC, the organization that handles POWER Library databases and various library technical initiatives across Pennsylvania. She has been an active participant on the board for a few years and is currently serving her final three-year term.

Alan commented on the fact that the Travel and Conference line item has increased due to more interest among employees in attending trainings.

## OLD BUSINESS

### New Board Member:

A motion to appoint Aletha Haselrig-Jones as a board member to a term expiring in 2021 was made by Marlin Plymette and seconded by John Skelley with all in favor.

### Community Room Rental Policy:

The rental policy was uploaded for board members to view. The deposit and clause of liability have all been added, per Christine's suggestions. The board decided to table this until a later time when Christine has had a chance to review it from a legal perspective. Bill mentioned that once Christine got a chance to look at it, they could possibly do an e-vote.

### Policy e-Vote:

A motion to ratify the e-vote taken on January 8, 2020 to institute a policy that the library will not provide for or allow storage of materials for groups was made by Marlin Plymette and seconded with Leanna Bird with all in favor.

## NEW BUSINESS

### WalkWorks grant:

Leanna asked the board if it would be possible to use the library lot for free parking for users of a grant-funded city walking route. The initiative is being sponsored by the Chamber of Commerce and would be funded by a PA Department of Health grant. The route is expected to be unveiled in April. The board discussed the existing issue of parking, noting that winter time and increased Careerlink traffic have created additional parking challenges. Leanna concurred that the library may not be the best option and will bring this feedback and other options back to the committee on which she serves.

### Insurance Renewal:

The library's insurance rates have increased by \$1,462 a year. Most of the insurance will be locked in for three years with the exception of the Workers' Compensation and the Employment Practices coverage. This increase is due to the employment practices claim, which has been resolved, and the current fall claim. Alan noted that at this stage, there would not be time to bid it out without risking an interruption in coverage. He mentioned that the finance committee could discuss it at further length for the next renewal.

A motion to accept the insurance rate increase was made by John Skelley and seconded by Cara Ferrante with all in favor.

### Sterifab Request:

Jeff Dick from CareerLink requested permission to spray Sterifab, a chemical that kills bedbugs, in their working space. Ashley asked Sue Sprain, the Erlich's representative, about potential use in the building, and Sue mentioned that many companies only permit the use of Sterifab if it has been applied by a professional. Ashley distributed the Material Safety Data Sheet on the chemical to the board, and noted that many of our patrons may be particularly sensitive to chemicals, such as pregnant people, children, and the elderly. The area is also not well

ventilated, increasing any potential risk. The board suggested that Ashley review the lease to ensure that there no contradictory provisions, but agreed that they would not permit spraying of the chemical at this time. Alan added that if CareerLink wanted to pursue other means to apply the chemical, such as a professionally licensed technician, the board could revisit the issue.

### Committees

*Governance* – Ashley will contact the other potential candidate to let her know the vacancy had been filled, but that the board would like her involvement for future focus groups if she remains interested.

*Finance* – Leanna reviewed some current grant opportunities, such as the National Network of Libraries of Medicine grant for adult programming, Penelec Sustainable Energy grant, and the Community Foundation of the Alleghenies.

*HR/Personnel/Planning* – Ashley noted that she would like to transition the staff vacation and sick time to a general PTO system and requested help from the committee to make this happen.

*System Development* – This committee will move forward in 2020 with a focus on drafting a new system member agreement.

*Building* – The committee is due to meet and work on a list of potential building needs. The safety subcommittee is also due to meet. Ashley plans to update the emergency plan and procedures based on the visit from Bob Winters from the Department of Homeland Security. Once the updates are made, Ashley wants to have the Cambria County Department of Emergency Services review and make any additional suggestions.

A motion to adjourn the meeting was made by John Skelley and seconded by Leanna Bird with all in favor at 5:16 pm.

The next meeting was scheduled for January 15, 2020 at 4 p.m.