

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
October 21, 2020

The regular meeting of the Board of Directors of the Cambria Library Association was held via conference call on Wednesday, October 21, 2020. The meeting was called to order by President Alan Metzler at 4:01 pm.

Members Present: Alan Metzler, Bill Lantzy, Marlin Plymette, John Skelley, Cara Ferrante, Christine Cosgrove

Members Absent: Aletha Haselrig-Jones, Don Layo

Others: Ashley Flynn, Becky Martinazzi, Stephanie Young

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 consent agenda, including the minutes of September 16, 2020, was made by Marlin Plymette and seconded by John Skelley with all in favor.

Treasurer's Report:

The Treasurer's Report was presented by Stephanie. The Pennsylvania Humanities Council grant related to COVID-19 expenses was mentioned. Stephanie noted that Cambria County Library has received \$7,500 to cover the remaining cost of plexiglass and staff salaries, which includes the security guard.

Leanna brought up the county CARES Act funding and noted that although Cambria County Library applied, it did not qualify due to the library's receiving a Paycheck Protection Program (PPP) loan.

The library has received its application for PPP loan forgiveness and Stephanie has plans to complete as soon as she is able.

The treasurer's report was filed for audit.

Director's Report:

Library Services – The library is currently open to the public Monday through Friday from 9:00-3:00. Curbside services are offered Monday through Friday from 1:00-3:00 and Saturday from 9:00-3:00. This has not changed since the last board meeting. There has been another request to open for Saturday hours. There was a recent mask issue involving a patron and her child who wasn't wearing his mask properly. She was not responsive to requests regarding her compliance with the mask policy and plans to submit a formal complaint.

Status of Other Libraries in District – Most of the libraries in the district are open for in-person services. Two libraries in Cambria County – Highland and Lilly – are still operating on an appointment basis, as are the Indiana Free Library and Blairsville Public Library in Indiana county.

Digital Library Cards for Schools – More schools in Cambria county are requesting digital library cards as part of the library's digital card offering initiative. The entire Greater Johnstown School District requested 4,000 cards for their students. Some individual teachers and classrooms have been requesting cards as well. Ashley hopes that this initiative will help in demonstrating the library's value to school districts in the area.

ITDRC Updates – The ITDRC has helped to increase wireless access for library patrons by installing a wireless access point to extend wi-fi through the parking lot and around the block. Ashley had worked with Alan Cashaw to get community access points throughout the city but the potential partners were largely unwilling due to concerns about security. It was suggested that any interested parties communicate directly with the ITDRC to work on getting installations of their own.

Advocacy Campaign – The advocacy campaign outlined in Barb's report was very successful overall with a total of 360 letters sent to legislators. Northern Cambria had the most at 70 letters. There were four libraries in Cambria county who did not participate: Cresson, Highland, South Fork, and Hastings.

Website Updates (online donations) – Directors in the county have been receiving training for the new website. Ashley pointed out that the feature on the site to allow each library to receive online donations has been especially successful with Ebensburg Library receiving \$500-\$1,000 in donations last week.

Plans for Use of State Aid – The state budget has been approved in the amount of 5/12 for the year. A plan for this 5/12 portion of the budget had to be completed and sent to the state. A second plan for the remaining 7/12 will need to be completed later when that funding amount is announced. Ashley does not know when that second funding amount will be released.

County Coordination Aid – Like the other state aid amount, county coordination aid funding has been approved for 5/12 of the usual amount with the remaining 7/12 to be released later. County coordination aid covers the delivery van, SPARK, library audits, cloudLibrary content,

and other items that apply to Cambria County libraries. The goal for this funding is to frontload expenses that occur in the beginning of the year, such as the SPARK bill, delivery van, and some of the amount for audits. Last year's aid covered \$6,000 for the website, so it is possible that there will be \$6,000 to spend on another special project in 2021.

Audit Updates – Highland rate increases – Ashley will be emailing the report from the CCL audit to the board and Cara will plan on reviewing it with the board. Barb will summarize audits from Cambria County libraries and Becky will summarize the audits from other libraries in the district. Highland will now require a full audit every year, as they have surpassed \$50,000 in state aid funding. Highland will be charged an additional \$125 annually to cover the cost of the increased services. The board expressed approval in passing on this expense.

CFA / Ameriserv Lunch – Alan organized a lunch which included the Community Foundation of the Alleghenies, Ameriserv, library representatives, and Jeff Dick of CareerLink, which offered an opportunity to discuss ways to increase community partnerships and connections among all agencies.

PPP Loan Forgiveness Application – CCL has received this application which will require the library to show that the full amount of the loan has been expended.

EDI Committee – The work of the EDI committee has changed its course. Originally, the EDI committee was made up of two district librarians – Highland and Portage – along with Ashley, Becky, and Barb, and was developing a charter to be presented to the board. There has been interest among Highland and Portage to change the course of this work and have Becky look into writing a grant for a consultant. At this point, Highland and Portage are doing more research on this. Becky is looking into providing a training for all of the district libraries and will also be following all EDI initiatives happening on the state level to provide to the district.

Cambria County CARES application – The library did not receive funding through the Cambria County CARES grant program. It's believed this was primarily due to the library's receipt of a PPP loan.

Staffing – There is a job opening on the Maintenance staff for a part-time evening assistant. There has also been a new hire in the Children's Department.

OLD BUSINESS

None to report.

NEW BUSINESS

Waiver for State Aid

Ashley asked the board to pass a resolution to approve a request for a waiver of library standards. This waiver is required in order to receive state aid. The four standards covered by the waiver include hours of operation, collection development, professional development, and staff.

A motion to approve the following resolution was made by John Skelley and seconded by Cara Ferrante with all in favor.

A board resolution for the waiver of standards whereas, PA Public Library Code 24 Pa.C.S. 9332 (a) authorizes the State Librarian to waive standards for local libraries, library systems, and district centers upon application by the board of the directors of the local library. And whereas, the 2020-2021 Public Library Subsidy falls below the 2002-2003 funding level of \$75,289,000. Be it resolved that the Board of Directors of requests a waiver of standards for the reporting years 2019 and 2020 at a duly-noticed meeting of the board held October 21, 2020.

Parental Leave Policy Approval

The HR/Personnel Committee developed a parental leave policy that offers six paid weeks of leave for new parents. The policy was written based on a SHRM template and was compiled after a significant amount of research had been conducted on other policies from peer organizations. The library does not qualify for FMLA as there are less than 50 employees.

A motion to approval the parental leave policy approval was made by Leanna Bird and seconded by Bill Lantzy with all in favor.

Trespassed Patron Reconsideration Request

The board reviewed a formal request seeking reconsideration from the attorney of John Shaw, a former patron who had been trespassed from the library. Christine Cosgrove shared some information about the situation that she gathered from a conversation with Shaw's attorney. The board agreed that they would not allow the patron to resume library use at this time, but would be willing to reconsider in the future, especially if supporting documentation from a medical professional attesting to the individual's fitness for re-entry was presented.

2021 BOD Calendar Approval

A list of proposed dates for 2021 board meetings was presented. These meetings are generally scheduled for the third Wednesday of each month.

A motion to approve the BOD dates as presented was made by Marlin Plymette and seconded by Bill Lantzy with all in favor.

SHRM Membership for Director

Ashley asked for permission to join SHRM at an annual cost of \$219. Alan noted that this expense was well within Ashley's purview as director and did not need formal board approval, though the board was in support.

Committees

Fundraising Subcommittee – The fund drive letter has been submitted to the mailing service and will be sent out as soon as it is processed.

HR Committee – Much of the committee work was spent on drafting the parental leave policy. The committee plans to work on transitioning the standing sick / vacation time model to a general PTO model in the new year.

Building Committee – The committee, along with the new maintenance supervisor Steve, met to discuss sewer lateral testing. Alan also recounted a virtual meeting he had attended with Ashley and Steve shortly after Steve's hire in order to provide background about past committee work.

A motion to adjourn the meeting was made at 5:12 pm by John Skelley and seconded by Marlin Plymette with all in favor.

The next meeting was scheduled for November 20, 2020 at 4 p.m.