

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
August 19, 2020

The regular meeting of the Board of Directors of the Cambria Library Association was held in via conference call on Wednesday, August 19, 2020. The meeting was called to order by President Alan Metzler at 4:03 pm.

Members Present: Alan Metzler, Christine Cosgrove, Marlin Plymette, Aletha Haselrig-Jones, John Skelley

Members Absent: Cara Ferrante, Don Layo, Bill Lantzy, Leanna Bird

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. Marlin asked about the status of state aid for libraries. Ashley commented that district aid was only distributed in the amount of 5/12 for the year of July 2020-July 2021. At this point, no other information had been released regarding state aid.

A motion to approve the consent agenda, including the minutes of July 15, 2020, was made by Marlin Plymette and seconded by John Skelley with all in favor.

Treasurer's Report:

Stephanie Young presented the report in Cara Ferrante's absence. The report was fairly regular but revenue was down. Contracted services were up due to the expense of the security guard. She also noted an expense in software. This expense comes from a program that is purchased by CCL on behalf of the district and each library is invoiced for their portion. The program offers libraries highly discounted rates for software products, as well as a second package option that includes server options. The charges for the software program are based on libraries' full-time employee counts.

Ashley added that the Community Foundation report has been updated and is available in Box.

Stephanie also noted that District State Aid was expected to be electronically deposited in the library's account on August 20 or shortly after.

The treasurer's report was filed for audit.

Director's Report:

Library Services Updates – The delivery van has been stopping at all libraries in the county once a week. This has been meeting the needs of most libraries, except for Highland, who will be receiving a second stop during the week due to the higher volume of materials they send out and receive. Regarding the library's hours open, the library received a message to consider opening an evening or Saturday to accommodate working individuals. Ashley mentioned the need for the security guard and that his schedule would have to be rearranged. Her thought was to possibly cut a few hours on Friday and use those on Saturday. It was also mentioned that a member of staff could possibly fill in for the security guard during Saturday hours. The board agreed that it was necessary for a security guard to be on duty during all hours the building is open to the public. Alan told Ashley that if this is was feasible to do within the budget, the board would support opening for additional hours, but to make sure it was a financially sound decision first.

Status of Other Libraries in District - As of the board meeting, there were four libraries in the district that had yet to open. Two of those were smaller libraries, Lilly and Cresson, which are finding it challenging to maintain social distancing in their buildings due to their limited square footage. Blairsville is still waiting on installing their plexiglass before opening to the public. Highland does not have a plan for reopening but is looking into scheduling appointments for patrons to use the facilities

Website updates (other libraries, current feedback, training plan) – The CCL website is now live. There was a brief interruption in site service due to a corrupt file transfer, however, and there are still changes to be made over the next several months. The next step will be to send out user guides and training for system libraries. The Reference Department reported some concerns with the current organization of the genealogy resources, so that will be a focal point for updates.

Hastings Updates (audit and director) – The auditor reported concerns to Ashley regarding Hastings's ability to comply with the audit procedures, as no financial documents had been submitted yet. Ashley talked with the board and the director about the issue and learned that the director claimed to have all of the necessary documents gathered, but thought that she needed to give to them to the auditor prior to sending them along to their bookkeeper. This is incorrect, as the bookkeeper needs the documents first in order to generate the completed Quickbooks report that is used for the audit. The director agreed to get those documents to the bookkeeper as quickly as possible in order to comply with the audit timelines.

In addition, the board president talked with Ashley regarding the certification requirements for the director. Angie Fels was serving as the director despite not meeting the certification requirements for education, and had started out taking two classes to begin to meet the standard. However, she has decided not to pursue any additional classes and will be stepping

down to an assistant director position. The new director, Audrey, is currently on the staff and is adequately certified to meet the requirements, so the board offered her the director position.

Cambria County CARES Funding – Cambria County has released CARES Act funding that will first be offered to departments of government and then as second priority to nonprofits and small businesses. The preference for funding is going toward organizations that didn't receive a Paycheck Protection Program loan. CCL will apply for funding to cover the security guard costs and other related expenses. The Friends of the Library group may also apply to cover lost revenue for the bookstore due to lack of sales and their usual basket raffle. Similarly, CCL has lost revenue from not charging for rentals, fines, etc. and postponing the Night Music at the Library fundraiser.

PHC CARES grant received – The Cambria County Library has received \$7,500 in CARES grant funding through the Pennsylvania Humanities Council that will go toward plexiglass expenses and salaries for staff responsible for digitizing programs.

Friends of the Library – The Friends of the Library are usually able to give the library \$3,800 per quarter; however, they had mentioned that they are not going to be able to give this amount for this quarter. They are able to commit to giving \$2,000 and hope to fulfill the full amount later. Alan suggested arranging a future meeting with the Friends to review financials and make sure adequate communication is in place. Additionally, the bookstore manager has resigned. A CCL employee who worked in the Information and Periodicals department will be taking over as manager of the bookstore. Another member of the library staff has been working as assistant manager of the bookstore, as well as in the library circulation department, but will now be taking over the vacant hours in the Information and Periodicals department. This leaves the assistant manager position open.

ALA National Tour Stop follow up – Ashley has sent out a YouTube link to see the video of Cambria County Library's presentation as part of ALA's National Tour. As a follow up, one of the CCL panelists, Alan Cashaw, had expressed concern for wireless access in Johnstown's housing developments. Ashley hopes to coordinate with the ITDRC to install wi-fi in these locations. The board sees this as a great way to demonstrate the library's impact on the community outside the library's walls.

Performance Evaluations back on track – Performance evaluations had been paused due to the shutdown but are since back on track and should be caught up by the end of September.

Night Music Sponsorships – Ashley mentioned she had uploaded the list showing 40 sponsors from Night Music and how they wished to use their sponsorship money now that the event has been postponed. Out of these sponsors, 23 said to keep the donation, 6 said to save for 2021, and 11 haven't responded.

Staffing Update – A new maintenance supervisor, Steve Sojak, has been hired and started work. The Children’s Department has one or two spots to fill. Ashley mentioned if two strong candidates are found, they will both be hired.

OLD BUSINESS

No changes to the committee structure were reported. Leanna had sent an update on the fundraising subcommittee, noting that the CFA grant is due at the end of the month for \$7,500. Leanna would like to have a fundraising subcommittee meeting in early September, and there will be an email going out to see if any other board members are interesting in participating.

NEW BUSINESS

Change Budget Meeting Date

Ashley asked if the board would reconsider rescheduling the budget meeting. It is currently scheduled for December 2, but Ashley is likely to be on maternity leave by then. The board agreed to reschedule to meeting for earlier in the year, likely in November. The date will be determined at an upcoming meeting.

A motion to adjourn the meeting was made at 4:47 pm by John Skelley and seconded by Marlin Plymette with all in favor.

The next meeting was scheduled for September 16, 2020 at 4 p.m.