

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
October 23, 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, October 23, 2019. The meeting was called to order by President Alan Metzler at 4:04 pm.

Members Present: Bill Lantzy, Don Layo, Alan Metzler, Leanna Bird, Marlin Plymette, John Skelley

Members Absent: Christine Cosgrove, Cara Ferrante

Others: Ashley Flynn, Becky Martinazzi, Stephanie Young, and Bryan Young

Consent Agenda Reports:

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

Marlin inquired about Sensory Materials mini-grant for the Johnstown district libraries. Becky responded that all of the libraries were eligible to receive up to \$500 worth of children's sensory toys and materials that can be used for programming. This money is to be taken from District Aid and has been negotiated among the district libraries.

A motion to approve the minutes of September 18, 2019 was made by Marlin Plymette and seconded by Bill Lantzy.

Staff Spotlight:

Bryan Young presented on his role as Administrative Assistant, which he has held for three years. He has been at the library for a total of six years. He started working as an intern under the library's Network Administrator. He has also worked on van delivery to the county libraries, interlibrary loan, circulation, and the information desk. His duties as administrative assistant include overseeing the time clock, scheduling, setting up new employees on the time clock and with other procedures, and many other duties as needed. He is also the chairperson of the Night Music committee. Currently, he is working on helping the Friends of the Library mail out their newsletter. Bryan is the "go-to" person for many administrative tasks, and the board agreed on his positive attitude and welcoming personality being a valuable asset to the library. John Skelley asked Bryan about his career aspirations, and Bryan noted that he has lost interest in his original career choice of IT, but has loved working at the library.

NEW BUSINESS

Treasurer's Report:

Stephanie Young presented the Treasurer's Report in the absence of Cara Ferrante. She noted that we are under budget in Building Maintenance and over in PR and Travel. Contracted services is also under budget due to the elimination of the guard position contracted through Protective Security. Stephanie also mentioned that \$40,000 had been moved from the Community Foundation Perpetual Trust Fund to the Perpetual Trust money market account at AmeriServ. This helps with cash flow issues if money is needed quickly.

The treasurer's report was filed for audit.

Director's Report:

Back to School Resource Fair – Ashley noted the success of the Back to School Resource Fair, which was a partnership event between the library and CareerLink. This particular event was the most successful resource fair that had been held by the Bridging Cambria County group, and all parties are eager to hold another. This event included more children's-themed partners and organizations in addition to "quality of life" partners, such as the symphony and Tomahawks. Leanna Bird commented that the event was awesome and recommended it be used as a possible anecdote in future grant applications.

PaLA Conference in Erie Oct 13-16 – Ashley informed the board that eight staff members, along with two directors from the district libraries, attended the Pennsylvania Library Association conference in Erie that happened October 13-16. Some of the best sessions that Ashley attended were on the topics of hiring and terminating employees, board sustainability, and human resources issues.

Active Shooter Training – November 25 – The library will be hosting a representative from the Department of Homeland Security to train library staff and CareerLink staff on proper protocol in the event of an active shooter. He will be able to provide building-specific information that would be unique to the library's special circumstances. Alan mentioned that there will be an initial, more general discussion followed by lunch and then a meeting with more management-level staff in the afternoon. Employees will then have the opportunity to ask questions. Ashley mentioned that the safety of employees is her number one concern. A recent fire drill was held in the building, and it served as a good opportunity for staff to review what is expected (and not expected) of them in the case of an actual fire. Ashley will be getting a formal agenda and then invite local special emergency response teams (SERT).

Patron Threat – Ashley informed the board of a recent threat made by a patron to employees at the library. The situation involved a patron who parked his vehicle in a staff space and was asked by an employee to please move his vehicle. The patron responded with a homicidal

threat to that employee, and later to the maintenance supervisor. The patron spit on the maintenance supervisor and again made violent threats, saying that he would kill everyone. The police were called and did manage to find the patron based on the information from the license plate. That individual will be served with charges of criminal mischief, terroristic threats, and assault. The patron's photo has been posted in the library staff elevator. Staff are advised to call 911 if they see him enter, or to call in any event in which they feel unsafe.

Alan asked if this information could be shared with staff at other libraries, to which Ashley noted that because we know the patron's name, we can flag the library account with a message of the occurrence to inform other libraries in our system who use SPARK. Alan also reinforced that the board's stance is that the safety of employees is paramount, and that there is no tolerance for any feelings of danger. Should any employee feel threatened or unsafe, they should call 911.

Leanna asked what the policy is to do in these situations. Ashley explained that employees can call maintenance for low-level concerns but are always advised to call 911 if they feel unsafe.

Portage Board Discussions – The Portage Board of Trustees is facing a number of resignations by officers and members. Some have resigned effective immediately while others will be resigning effective January 1, 2020. Becky has been working with the director about best practices for filling these vacancies and will be attending an upcoming board meeting. John asked whether they will have a quorum based on these resignations, to which Ashley responded that she had advised the board to review their bylaws and possibly revise before all resignations may be effective.

County Coordination Aid Submitted – County coordination aid money has increased by 9.18% along with other state aid money. This boost in funding will help aid costs for the county libraries' audit, the website redesign, and the ebook collection. Bill noted that the extra money for the audits will be a big help to the other libraries.

Fund Drive Campaign – Barb and Bryan have been working on developing the fund drive campaign. Previously, the campaign was targeted to fewer than 200 recipients. This year, the fundraising committee opted to saturate the 15905 zip code. Ashley mentioned that there will be value from exposing the residents to information about the library, even if they don't all make donations.

On the related matter of funding, Ashley reported on her recent presentation to the Westmont Borough Council. She attempted to demonstrate the impact of their contributions to the library. Ashley presented an infographic designed by Barb Mitchell, which shared relevant statistics and proved that Westmont residents saved almost half a million dollars by going to the library. Alan suggested presenting to the school board as well. Ashley plans to go back again next year and also to go to every municipality that offers financial support for the library to show them how their money is benefitting the patrons in their designated service area.

Friends of the Library – Bookstore Employees:

Ashley updated the board on the Friends of the Library hiring of employees for the bookstore. The prospective candidate that was to be hired as the Assistant Bookstore Manager did not work out due to obstacles with obtaining the individual's clearances, so the job offer was rescinded and the hiring process has been put on hold. Ashley noted that although the Friends are a separate 501(c)3 organization, the bookstore employees are still on the library's payroll. The library has always operated in this way, but it has posed some challenges in blurring the line between the Friends' and library's governance and other policies like insurance and employee supervision.

Alan asked if it would be better to formally identify the bookstore employees as library employees. Bill suggested hiring a current library employee for the Friends bookstore, but Ashley stated that most part-time workers are either at the maximum number of hours that's feasible, or do not want to take on extra hours at this time. The board discussed the liability that could be involved, and noted that a more distinct separation would be beneficial because there would be less legal responsibility falling on the library. Alan stated that the bookstore employees must become library employees, with the library director having the ultimate say in hiring and firing.

Ashley mentioned that the Friends would hold an annual meeting in November. Alan suggested that the Friends would need a motion to adopt this change in personnel management. Leanna offered to attend that meeting or to meet with the Friends at some point before the decision would be implemented.

Committees:

Governance – Alan reviewed the vacancy on the board and noted that two candidates had been contacted, but added that it might be worth seeking out an individual with some legal expertise. John brought up the importance of finding someone that would provide local and diverse representation of the Johnstown community. Both of the suggested candidates would provide that, but the board may only bring on one additional trustee. Ashley acknowledged that both candidates seemed adequate. One candidate did have prior board experience through her service on the Bishop McCort school board. John recommended that individual as a candidate. The other candidate will be considered as a potential member of a volunteer focus group or other committee. Ashley will re-send the candidates' resumes, and the board will take a final vote before the next meeting.

Finance – Alan and Ashley met with Lee Initiatives representative John Gardil and John Kriak to discuss funding options. There is a max ceiling of \$50,000 for the Health and Wellness grant sponsored through Lee Initiatives. Leanna mentioned that this grant could be used for a social work contractor or for training current staff on social work services. Ashley suggested that the

social work service could be something that is subcontracted and mentioned that Barb is gathering some preliminary information to support the grant. Leanna commented that the Community Foundation for the Alleghenies distribution meeting was happening Friday, October 25.

HR/Personnel/Planning & Administration – no updates

System Development – no updates

Building – no updates

A motion to enter executive session for legal and personnel matters was made by Marlin Plymette and seconded by Bill Lantzy with all in favor at 5:24 pm.

A motion to adjourn the meeting was made by John Skelley and seconded by Leanna Bird with all in favor at 5:30 pm.

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