

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
April 17, 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, April 17, 2019. The meeting was called to order by President Alan Metzler at 4:00 pm.

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

Members Absent: Matt Decort, John Skelley

Others: Ashley Flynn, Becky Martinazzi, and Stephanie Young

Consent Agenda Reports: Alan welcomed Leanna Bird. A vote was taken electronically to accept Connie McClain's resignation from the board, and to appoint Leanna Bird to fill that vacancy. A motion to accept Leanna as a board member was made by Bill Lantzy and seconded by Cara Ferrante.

The County Coordinator's and District Consultant's reports were presented as part of the consent agenda with no follow-up questions.

A motion to approve the minutes from March 20, 2019 was made by Bill Lantzy and seconded by Don Layo.

Treasurer's Report:

Cara presented the Treasurer's Report, noting that cash receipts and disbursements are slightly lower for this year than in the past. She mentioned this could be due to a decrease in monetary gifts from a specific donor during the latest fund drive, creating a shortfall of \$8,000. Cara also mentioned that they are waiting to receive the periodic investment portfolio from Community Foundation Fund.

Alan authorized filing the report for audit.

Director's Report:

cloudLibrary – Ashley presented a new ebook platform different from Overdrive called cloudLibrary. cloudLibrary was presented at the District Advisory Council meeting and received support from all members. The switch to this platform will be presented again at the District Negotiations meeting on May 16th to see whether all directors are on board. cloudLibrary would enable users to borrow materials from any other Pennsylvania library participating in its consortium. It would also allow for a significant cost savings. Whereas the annual Overdrive subscription is \$9,600, the annual cloudLink subscription is \$4,000 plus \$1,000 to allow for the

sharing feature. With the savings, the library would be able to contribute more funds toward marketing the new platform to the public. Alan asked Ashley to make sure there were no contractual obligations related to discontinuing the Overdrive service.

Sensory garden / outdoor space – A Girl Scout has approached the library regarding her desire to integrate a sensory garden into the outdoor area of the library to achieve her silver award. This aligns with Ashley's vision to create a more accessible outdoor space for the community and library patrons. Ashley also mentioned the Children's and Teen librarians' ideas to utilize outside space for programming, such as gardening and StoryWalks. Additionally, CareerLink is a potential partner for creating an outdoor space in that they have funds that would allow for the creation and building of raised beds for gardening. Alan would like to see a more definitive design and proposal. Ashley responded that Ed Pawlowski, an architect, will be offering help in creating an architect's drawing. Leanna commented that the long-term maintenance is something we might want to consider.

Alan mentioned that he attended a function with Jeff Dick from CareerLink. He hopes to invite some key leaders of Johnstown to promote the partnership between CareerLink and the library. There will be more to come on this issue.

Website committee – Ashley reported on the progress of the Cambria County Library's Website Committee. Ashlee Kiel from the Highland Community Library and Ashley have met with 1st Team regarding a re-design on the website. The general prices they gave were rough estimates: 50 pages for \$7,950, 100 pages for \$12,850, and 150 pages for \$17,400. Ashley will be looking at the Community Foundation and Lee Initiatives for grant funding that will help subsidize the cost. 1st Team requested a final site map to work with, so the committee is currently working on creating that. Leanna commented that the price points seemed on the higher side and that there is a trend towards having fewer pages on a website. She has a contact named Mike Danchanko of Digital.iway with whom she has worked on similar projects before and may be of assistance. Ashley noted that if the county system can tighten up their agreement to have enforcement or and consolidation of countywide policies, it would help to streamline the website. Ashley believes that we can handle the long-term management of a website but will definitely need help with a design. Don said that the Tribune may do design work, and Alan also said the Daily American may also offer services. Clarification was made that although Facebook is a valuable marketing tool for libraries, it should always redirect back to the website where the actual resources exist.

Intuit Tax Program – The Intuit Tax program was a great success at the library and received positive media coverage. Over 40 taxpayers completed their filing, and there were around 65 total in attendance. The library received a \$5,000 honorarium for holding the program. Intuit thought very highly of the library's support in hosting and hope to be back again next year and for other programs in the future.

Night Music – Library staff are busy at work preparing for the Night Music event. A news article has appeared in Our Town. Over 200 tickets have been sold, and \$15,110 has been received from sponsors. This has increased by at least \$2,000 from last year. A change that was made was sending out second request letters to all donors, not just prospective donors. Alan appreciates all of the staff's effort in planning and holding the event.

Friends of the Library – The Friends of the Library volunteers are still getting used to the change of a new bookstore manager. They have met a few times with Ashley and hope to improve in their communication efforts between volunteers and the manager in the future.

Personnel – Ashley reported that a new County Coordinator has been hired and has so far proved to be a great asset to the library staff and system. A new Children's Department clerk has also been hired and doing well. Ashley announced that the library's Technical Services full-time staff member will be retiring and proposed to replace her with a current reference librarian (MLS) who has also been assisting in doing cataloging and supplement this with a current clerk (non MLS) who has been assisting in the department.

Committees:

Alan distributed a list of Cambria County Library System board committees and members to review. He hopes these committees will be able to convene to accomplish more specific business on their own time to help streamline the regular board meetings. Alan also reviewed several items he hopes for the board to accomplish for the year including getting more involved with fundraising, creating a customized board handbook, provided board training and education by potential library staff, migrating to cloud based file storage, evaluating the director's performance, and also doing a board self-evaluation. Bill asked if there would be an event this year for all of the board members and directors. Ashley said that statewide LSTA grants were available, but the event would need to be held for State College, Altoona, and Johnstown. Attendance has been poor at these events in the past due to the travel, so our region has opted not to apply for the funding this year. However, Becky has some ideas to present to the District Advisory Council on district-wide trustee training opportunities.

Nominations and Appointments:

Alan reviewed the 2019 slate of officers:

Alan Metzler, President

Bill Lantzy, Vice President

Marlin Plymette, Secretary (county appointed and will need to send a letter to County Commissioners)

Cara Ferrante, Treasurer

Christine made a motion to approve the 2019 slate, and Leanna seconded the motion.

Alan addressed whether there were any other questions or comments. No other business was discussed.

A motion to adjourn was made by Bill Lantzy and seconded by Don Layo at 5:05 pm with all in favor.