

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CAMBRIA LIBRARY ASSOCIATION**  
**February 19, 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, February 19, 2020. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Alan Metzler, Aletha Haselrig-Jones (phone), Bill Lantzy, Leanna Bird, John Skelley, Christine Cosgrove, Cara Ferrante

Members Absent: Marlin Plymette

Others: Ashley Flynn, Becky Martinazzi, Stephanie Young, and Tim Speer (for Staff Spotlight)

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 minutes of January 15, 2020 was made by John Skelley and seconded by Cara Ferrante with all in favor.

Staff Spotlight:

Tim Speer, CCL's Maintenance Supervisor, presented as part of the Staff Spotlight. Tim has been an employee at CCL for 9 years. He informed that board that his position has evolved in those years. He is responsible for the appearance of the building, both inside and outside. He also supervises and performs janitorial work or coordinates contracting more upper-level work out. Tim has a background in construction and managing rental properties. His latest project will be helping to construct the study pods on the third floor and looking into re-vamping the PA room. He also reported on the renovation work that was recently done in the Community Room, including new carpeting and painting. Tim noted that his biggest challenge was not being able to predict maintenance needs and knowing that something could break or need to be serviced at any time. Tim also mentioned he has a "crew" of workers he supervises, most of whom are part of the NCOA (National Council on Aging) work program.

As far as building issues, Tim reported that the HVAC system may be in need of an upgrade, but that is the only concern he has at the moment. Ashley added that the library's contract with Air Management will soon be expiring and in need of revisiting.

Alan added that safety is a top building concern from the perspective of the board and that it might be worth informing the county commissioners of any upcoming major projects so that they may contribute. Some of Tim's past projects have been developing the space for the

Inclined to Read bookstore, space for CareerLink, and adding LED lighting throughout the building.

#### Treasurer's Report:

Cara reported that we're at approximately \$660,000 as total income for January and that we did receive our State Aid payment. Disbursements totaled approximately \$421,000. The insurance payment was high due to the HSA funding. Building repairs were also high for the cost of bedbug prevention services. Administrative expenses were low; flood insurance is paid in February. John questioned whether the state funding had been increased, which Ashley affirmed that it had increased by the anticipated 9.18%.

Bill asked about reallocating the Community Foundation fund, which was acted on through a resolution at the last meeting. Ashley emailed Mike Kane to have Skip do this. Alan will follow up. John inquired about the lower cost of PR, to which Stephanie responded that it was due to timing; December had more disbursements than usual due to staff gift cards, end of year expenses, etc., some of which were showing up for payment in January.

The treasurer's report was filed for audit.

#### Director's Report:

*CloudLibrary Transition Update* – CloudLibrary is currently available for download by patrons and is actively being promoted by CCL staff, with the library's OverDrive contract scheduled to end March 12. As of March 17, all of the content will be transferred from OverDrive to cloudLibrary. Ashley noted that there has been positive feedback on the cloudLink feature, which has added thousands of more titles that will be available to patrons. There will be a cloudLibrary launch party on March 20 from 10:00-2:00 during which the library will provide hands-on demos. The library will also host an evening session to demonstrate and promote the new service. The other libraries in the district have also been promoting, and Barb has been traveling out to many of them to offer hands-on training sessions. Ashley will send an invitation to the board for the launch party.

*Website Redesign Updates – focus groups* – Information from the website surveys sent out to Cambria County libraries has been compiled, and work is currently underway to hold focus groups at the libraries who received the highest number of responses to their survey. There were ~300 responses from CCL. It will be either March 7<sup>th</sup> or March 14<sup>th</sup> that they will be holding focus groups. Ashley offered the opportunity for the board to hold a focus group if they would like. The goal is still to roll out the website for National Library week.

*E-rate updates – 470 proposals* – Ashley explained that the federal program for internet reimbursements, known as "E-rate" now has their 470 window open for companies to present

their proposals for service. CenturyLink, our current provider, hasn't given their rate, and Atlantic Broadband has given a more competitive vote. Alan did not believe that a vote for this was necessary. Bill asked whether other libraries who be applying, to which Ashley responded that most have given up on applying because their internet services are provided for free already.

Annual report – signature page – Ashley gave Alan and Cara the signature page for the annual report to sign. Ashley explained that the annual report is something submitted to the state every year to make sure that the library is meeting standards according to staffing, programs, finances, etc. Ashley hopes to give the finished report to Patty who may be able to put together a “snapshot” of services for the year that could then be presented as a helpful marketing and advocacy tool.

*Replace security door on first floor* – Ashley mentioned that the library has plans to replace the security door on the first floor with a solid steel door for a price of \$3,000. This was an issue that was identified in the Department of Homeland Security's review of the library's facilities for safety.

*Air Management Contract* – The library's contract with Air Management for its HVAC system is due to expired. Alan commented that they have helped to keep costs down for the system. The cost is \$1,870 per year for 4 routine visits.

*Protective Security Contract* – The library's contract with protective is currently \$25/month. Ashley mentioned that the library plans to continue this.

*SaverLife Program* – Ashley reviewed the SaverLife program sponsored by Intuit. The program will donate \$15,000 to the library if the community is able to save \$15,000. Leanna questioned whether the \$15,000 saved was an absolute stipulation for the library to receive any donation. Ashley commented that if they do get the donation, they plan to use the money for updates for the play room. Intuit sponsored a tax program at the library last year.

*Potential CFA Donor* – Angie Berzonsky from CFA notified the library of a donor who is interested in helping the library. She came to do a walk-through of the building and identified 5 potential items of interest, one of which included upgrades to carpet and furniture. Ashley is waiting to hear more back.

*Commissioner visit – March 13* –The county commissioners will be visiting the library on March 13<sup>th</sup>, which will be a good opportunity to show the newest commissioner, Scott Hunt, around the building. Ashley will send the information on this date and time to the board. Along with this, Aletha will need to be appointed by the county.

*Career Ready PA Coalition Kick-Off* – Ashley has been invited to the Career Ready PA Coalition Kick-Off on April 30<sup>th</sup> but does not believe she will have the time in her schedule to attend.

*Service Animals* – Ashley has been doing research on ADA and what staff may ask patrons regarding animals in the library. As a policy, only service animals are allowed in the library. Staff has been instructed that they may ask two questions: 1) is the animal a service animal? And 2) what tasks has the animal been trained to do? If the animal is out of control or not housebroken, staff may ask that the animal be removed from the library.

## 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.