

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CAMBRIA LIBRARY ASSOCIATION**  
**May 13, 2020**

The regular meeting of the Board of Directors of the Cambria Library Association was held via conference call on Wednesday, April 15, 2020. The meeting was called to order by President Alan Metzler at 4:00 pm.

Members Present: Alan Metzler, Aletha Haselrig-Jones, Bill Lantzy, Leanna Bird, John Skelley, Cara Ferrante, Marlin Plymette

Members Absent: Don Layo, Christine Cosgrove

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 certification status of the library directors within the system and if those who were system-certified would be required to pursue their certification plans. Ashley noted that Office of Commonwealth Libraries hasn't provided any recent instruction, but that she believes those veteran system-certified directors may be grandfathered. Marlin also asked about content for the new website, and Ashley noted that Barb has been facilitating that process for the system member libraries.

Alan asked about the training provided by David Moore on Community Engagement, which Becky had attended virtually. Becky agreed to forward the virtual resource toolkit to Ashley for distribution to the board. Alan also asked about the District Wide Training Day and Becky explained that it has been converted into three smaller, virtual trainings on separate days.

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

Treasurer's Report:

Cara Ferrante presented the Treasurer's Report and reported that the Paycheck Protection Program loan has been received. The rent from CareerLink also has been received. Disbursements for the month of April included salaries, wages, benefits and utilities. Stephanie reported that the money from the PPP is in the payroll account and that she has also been keeping a spreadsheet detailing what we spend. Ashley reported that we will end up with a surplus of \$10,000 from the loan which would have to be used for expenses related to payroll or utilities. Ashley mentioned the possibility of bonuses for staff who had excelled at working

from home. Alan requested that Ashley keep up to date with this and making sure we would be following the requirements of expenditures.

The treasurer's report was filed for audit.

#### Director's Report:

*Libraries reopening* – CCL is preparing to reopen, pending official guidance from the Office of Commonwealth Libraries. Ashley has prepared a draft reopening plan and will wait to see what information is relayed from OCL to finalize. Other libraries in the district are preparing similar plans but each library will have unique services to offer. Ashley asked if the system board wants to continue fine forgiveness in the yellow phase and reported that the library accrues \$800-\$1100 per month in fines. The system board unanimously agreed on continuing fines in the yellow phase, with the notion that it is a fiduciary responsibility to continue this protocol and also a good guardrail for responsible lending.

Ashley mentioned that a surplus in district funding for this year has allowed us to purchase an equal number of supplies and one-time stipend of \$160 that will be offered to all district library members. The supplies and stipend are intended to assist with the unanticipated needs related to the Covid-19 pandemic, such as face masks, sanitizer, and sneeze guards. This funding was available due to savings incurred from taking the District Training Day to a virtual format.

*Website redesign* – Ashley is working on scheduling a virtual tour of the new website for system member libraries in Cambria County. The website won't be going live until 6/15 or possibly later. Libraries will be encouraged to submit their feedback on the structure and content of the site in a Google form, which will be collected and addressed by the website development team.

*Annual reports* – Ashley noted that 2019 seemed to be an overall good year in terms of the libraries' annual reports. There was an increase overall in circulation and programming.

*Strategy and Foresight trainings with Matt Finch* – Ashley informed the board she has been participating in an OCL-contracted professional development trainings on library Strategy and Foresight. Links to recordings of these trainings are available and can be sent to the board.

*Grants* – Because of the demand, the library was not able to receive the PA Humanities Council Pop-Up grant. The library has applied for the National Endowment for the Humanities CARES grant which would cover COVID-19 related expenditures to assist in virtual programming for the library. The \$150,000 requested would cover additional staffing, transforming the delivery van into a community hotspot, loaning Chromebooks, and enhanced access to WiFi.

*E-rate* – The E-rate program to which the library applies every year to save close \$20,000 on Internet costs is almost complete. The library has signed a contract with CenturyLink, and Ashley will be in touch when she receives confirmation.

## NEW BUSINESS

### Reopening Plan:

Ashley provided a draft of the Reopening Plan which may change slightly based on OCL's announcement. Ashley shared some of the highlights with the board on the yellow phase of service. A wellness checklist has been added so that staff will report on any potential symptoms before going into the building for work. CareerLink will be moving their refrigerator and microwave to the first floor. Library employees have been divided into teams for the purpose of preventing cross-contamination and allow for more efficient contact tracing should the need arise. Masks have also been ordered for employees based on the state's most recent business guidelines.

Jeff Dick of CareerLink said that his team is planning to be ready to open to the public on 6/22. Customers for CareerLink vs. CCL will need to be separated, which will be enforced by laying out a distinct path for customers who will be going to CareerLink.

The green phase won't present any significant changes to service.

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

### Careerlink's Request for More Space:

CareerLink is interested in renting more space from the library. Jeff Dick is interested in expanding the resource area where they use computers. A suggestion was made to move their employees' cubicles to the 3<sup>rd</sup> floor and spread out the current space on the 1<sup>st</sup> floor. Ashley expressed a concern that the 1<sup>st</sup> floor space is already limited and necessary for use at events like Night Music, and the board supported this concern. The board would be interested in seeing a formal proposal to consider.

### Reopening Concerns:

Ashley informed the board of a concern over whether restrooms would need to be open to the public upon the building's reopening. This concern remains uncertain, and Ashley will do some more research. A decision on this would have to be made during stage 3 of the yellow phase, at which point the public would be allowed to enter the building. Ashley also asked the board's opinion on whether the wellness checklist should be a mandated procedure for CareerLink staff as well as CCL staff. The board supported CareerLink staff also doing the wellness checklist since they are part of the facility.

Unemployment compensation hearing: The unemployment compensation hearing originally scheduled for 12:30 on Thursday, May 14<sup>th</sup> for former FOL bookstore employee has been issued a continuance.

## Committees:

Finance – The board discussed researching future grant opportunities. Alan specifically wanted to make sure the library doesn't miss out on grants being offered related to the current pandemic. Leanna suggested going back to the grant matrix they had created and also looking at the Gladys Brooks Foundation, which donates specifically to libraries for capital campaigns and has a deadline of May 31. Leanna also recommended exploring the Penelec fund through CFA and grantwriter Brittany Blackholm. Alan also suggested that employees who may need work can research grant opportunities.

Ashley reported that the NNLM grant had been transformed to include more digital programs instead of in-person programs. The library was able to increase purchasing for cloudLibrary content as well as purchase a subscription to GoToWebinar.

System Development - Ashley will send out an old system agreement so that there is a template to follow in redeveloping the new system agreement.

Alan noted that all of the board committees need to be reengaged in their work, and Ashley said she would work on reminding them of their assignments.

A motion to adjourn the meeting was made at 4:56 p.m. by Leanna Bird and seconded by John Skelley, with all in favor.

The next meeting was scheduled for May 13, 2020 at 4 p.m. via conference call.