

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**CAMBRIA LIBRARY ASSOCIATION**  
**June 17, 2020**

The regular meeting of the Board of Directors of the Cambria Library Association was held via conference call on Wednesday, June 17, 2020. The meeting was called to order by President Alan Metzler at 4:04 pm.

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

Members Absent: Aletha Haselrig-Jones, John Skelley

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.

A motion to approve the consent agenda, including the minutes of May 13, 2020, was made by Marlin Plymette and seconded by Bill Lantzy with all in favor.

Treasurer's Report:

Cara reported that we received county funding as revenue for the month of May and that disbursements mainly included wages, taxes, and utilities. Ashley was asked where the library stands with the Paycheck Protection Program, and she reported that all funds would be expended by the end of the week. Bill asked if libraries will be expected to uphold the collection standard that would require libraries to spend a certain percentage of funds on collection. Ashley responded that this will not be a requirement for the year and that all libraries will be given leeway from the state in terms of expending their funds as needed.

The treasurer's report was filed for audit.

Director's Report:

*Curbside services* – WJAC was able to provide media coverage on the library's current curbside services. The radio station will also be providing coverage as will the Tribune Democrat on curbside services and other developments in service. Upon the library opening the building to the public on 6/22, curbside service will still be offered from 1-3 on Monday through Friday as well as 9-3 on Saturday.

*SummerQuest and Summer Youth Café updates*– This week was the kick-off week for the library's SummerQuest program. There have been 178 total sign-ups, 108 of which are children

12 and under. There are more adults registered than usual, likely because the new virtual platform being offered includes an option for a parent or family member to also sign up. The Summer Youth Café at the library is offering anyone under age 18 the chance to pick up meals to last for a few days. Families can pick up Monday to get food to last through Thursday, and they can also pick up on Thursday to get food to last through Sunday. This is happening outside in the library's parking lot as a "grab and go" service.

*Website Redesign and Rebranding Updates* – All libraries involved in the project have approved logos and are getting their full files sent to them. Hastings and Portage didn't favor their logos and may go in a different direction. June 15 was the internal deadline for launching the website, and it looks like it will now be launched in early July. This is partially due to the time that it is taking to receive content from directors. The site will be shared with CCL staff before its unveiling.

*Grant submissions – PHC, CFA Rapid Response, NEH* – The library applied for the National Endowment for Humanities grant related to coronavirus funding, but did not receive this grant. Only 13% of applicants actually received funding for this. The library is also applying for a grant through the Pennsylvania Humanities Council. They did receive \$3,000 through a Rapid Response grant, which was a collaborative offering among the 1889 Foundation, United Way, and CFA. Leanna added that they have written a letter of intent to the Gladys Brooks Foundation and will know by July 31 if they can apply for funding. The money would be used for capital improvements related to the library's HVAC system, and could serve as a match for a future Keystone grant.

*ALA National Tour stop (virtual)* – The ALA president, Julius Jefferson, will be doing a virtual stop at Cambria County Library as part of a nationwide tour highlighting libraries and special services. Cambria County Library was selected because of its partnership with CareerLink. The library, CareerLink, legislators, and officials will be invited to present at a roundtable discussion. The date for this is July 27. The tour of the library will be recorded, with the roundtable happening live.

*Audit Underway*– The library's annual audit is currently underway. Ashley and Stephanie and getting the information from the auditor on what needs to be submitted and should be done by the end of the month.

*Staffing Update* – Ashley reported a part-time vacant staff position. The plan will be to wait until the hours of operation include evenings and weeks and also to wait until the budget is more finalized before filling this position.

*District Training Webinars available* – The links for the District Training webinar recordings were sent out to trustees and can be viewed. If anyone didn't receive, Ashley can forward.

*Director's Quarterly Performance Self-Evaluation*– Ashley will have this evaluation ready for the July meeting.

## OLD BUSINESS

### Ratify Approval of Revised Reopening Plan & Timeline:

The Revised Reopening Plan and Timeline were distributed to board members via email and six electronic responses were received in favor of approving the plan, with none opposed.

A motion to ratify that vote was made by Marlin Plymette and seconded by Don Layo, with all in favor.

## NEW BUSINESS

### Committees:

A document listing all board members and their current committee appointments had been emailed in advance of the meeting. Board members were asked to review this document and suggest any changes to their appointments to Alan or Ashley. The board plans to begin committee re-engagement soon.

### Other New Business:

Bill asked how the other libraries in the system were doing. Becky noted that all directors are back to work in their library buildings. Some are open for in-person services and all are offering pick-up services. Becky has been reaching out to check in with each of them and hasn't had any issues reaching them.

Leanna asked board members to let her know if they would be interested in working on fundraising efforts for the library in a committee format.

A motion to adjourn the meeting was made at 4:41 p.m. by Cara Ferrante and seconded by Marlin Plymette, with all in favor.

The next meeting was scheduled for July 15, 2020 at 4 p.m.