

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
July 19, 2020

The regular meeting of the Board of Directors of the Cambria Library Association was held in the Community Room on Wednesday, July 19, 2020. The meeting was called to order by Vice President Bill Lantzy at 4:06 pm.

Members Present: Alan Metzler (phone), Bill Lantzy, Leanna Bird (phone), Marlin Plymette, Aletha Haselrig-Jones (phone), John Skelley

Members Absent: Cara Ferrante, 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. Bill asked about Becky's review of the Pennsylvania Humanities Grant applications. Becky reported that she was one of numerous District Consultants and statewide reviewers who received approximately 30 applications each to score based on organizations' eligibility. Applications that are scored by reviewers are then forwarded to PHC staff for final reviews. Applicants will receive notification of whether they are approved for funding by July 31.

A motion to approve the consent agenda, including the minutes of June 17, 2020, was made by Marlin Plymette and seconded by John Skelley with all in favor.

Treasurer's Report:

Stephanie Young presented the report in Cara Ferrante's absence. Stephanie reported that there wasn't much income for June as the library did not reopen until June 22. Some line items ended up being over, but others were under. A number of expenses were related to necessary COVID-19 supplies.

The treasurer's report was filed for audit.

Director's Report:

Library Services Updates – CCL is still open Monday through Friday from 9-3, with curbside offered 1-3. Additionally, CCL is open for curbside on Saturdays from 10-3. Patrons have offered a positive response for the most part, though there has been some pushback on the mask policy. In light of the afternoon teleconference with Governor Wolf, there are some new orders that may apply to the library. They include requiring telework by any employee who is able to

do so and more stringent restrictions on the number of people attending in-person and outdoor events. The library hasn't reached its 50 person capacity but has come close. Overall, turnout has been steady.

Status of Other Libraries in District - Ashley also gave information and provided a spreadsheet showing the operating status of other libraries in the district. All are offering curbside service at a minimum, and some are open their full, regular hours. Lilly-Washington has been struggling to open due to the small size of their building. Indiana has been struggling due to early staff layoffs. Hastings is one that we haven't heard much from and has been struggling to get their board together to set a plan for opening. Bill commented that having open libraries that are providing service looks better from a public image standpoint and may help with future funding.

Website Redesign and Rebranding Updates – Ashley and website committee will be meeting with the developers on July 16. There have been some issues on the CCL page with the content and functionality. Based on feedback, it was decided that a My Account button will be added along with a Resources button that will show items like cloudLibrary, POWERLibrary, etc. Highland has had issues with the overall look of their library's website with the main issue being that the director wants a drop down menu on the navigation bar. She has met with the developers on a separate call to address her navigation concerns. The developers recommend against this action due to the fact that it will not translate to a positive user experience. Another issue with this is that it could lead to higher costs. One option might be to allow Highland or any other library interested in the drop-down menu to make a separate request from the overall project and allow the individual library to absorb those costs on their own. Ashley estimates that it will be approximately another two weeks until the launch.

ALA National Tour Stop (virtual) Updates– The American Library Association is hosting a national virtual tour to welcome their new association president, Julius Jefferson Jr. CCL has been selected as one of 10 locations from across the country to be featured on the tour thanks to our commitment to workforce development and partnership with CareerLink. Filming for the July 27 virtual tour will be happening at CCL on Friday, July 17 and Monday, July 19. This will enable the creation of a 3 minute introduction video, which will proceed the broadcast of a virtual roundtable discussion with legislators and other community partners.

CareerLink Space Proposal – CareerLink has been looking at an area on the third floor in the Fiction collection where they could fit 3-4 offices. Ashley mentioned that we would have to room to accommodate this, but that furniture and shelving would have to be shifted. She is still waiting on a formal proposal to be submitted. CareerLink would be expected to incur the costs of this move.

CCDC Space Proposal – The Cambria County Child Development Corporation approached the library about their interest in space to open up a daycare. Though it wouldn't be feasible to offer space for this request, Ashley proposed other partnerships to consider for the future.

SaverLife Check Presentation – The library was presented with a \$15,000 check from SaverLife through a virtual presentation. The library was chosen as the local organization to receive a portion of funds generated through community participation in a local program to encourage saving money. This funding will pay for play room upgrades. The library plans to keep up the relationship with SaverLife should other opportunities come up in the future.

Paycheck Protection Program – The library has expended all money from the Paycheck Protection Program loan. Stephanie has been in touch with the library's representative from Ameriserv to make sure we are on the right track with reporting and expenditures. Ashley reported that as part of the loan, the library will have 1% interest to pay. However, there is talk of a loan forgiveness program, but paperwork to receive that forgiveness is not yet available. Stephanie is staying on top of that paperwork to try and make sure the library can qualify.

Director's Quarterly Performance Self-Evaluation – Ashley noted that she had uploaded her quarterly performance review for the board to review. Her list of priorities for 2020 was included. The website project was one of those priorities and is nearing completion. Community Room updates were also a priority and have been completed. The pandemic interrupted some projects, such as the progress on the employee performance evaluation process, but Ashley felt she has made decent overall progress considering the unique challenges presented by the pandemic.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Mask Wearing Policy for Patrons with Medical Issues:

Ashley drafted and presented the board with a policy that would require all individuals who come inside the library to wear a mask, despite any medical condition. This policy was prompted by a patron who refused to wear a mask and asked to see documentation requiring him to do so. Patrons who can't wear a mask will be encouraged to take advantage of other options like curbside service. The policy includes a list of suggested accommodations that would be available to individuals with medical conditions, although other accommodations could be offered on a case-by-case basis. Christine recommended prior to the meeting that Ashley prepare an additional document to distribute to patrons if they failed to wear a mask or choose an accommodation, citing the policy and explaining why they had to leave the building. This document would be useful in the event that police would be needed to escort individuals from the library.

A motion to approve the mask policy as presented was made by Marlin Plymette and seconded by John Skelley with all in favor.

Insurance Premium Increase Approval

The library's Industrial Appraisal Report is completed annually to determine the current value and replacement value of the building and its contents. This report is then submitted to the insurance company. When Cincinnati Insurance received our report this year, they said that the values have increased significantly and our coverage needs to be increased as a result. This would increase the library's yearly premium by \$365.

A motion to improve the insurance increase was made by John Skelley and seconded by Marlin Plymette, with all in favor.

Night Music at the Library – Cancel?

The board had previously agreed to postpone the 2020 Night Music event until the fall, due the pandemic. However, due to Governor's Wolf's most recent order to limit indoor gatherings to 25 people or less, Ashley asked the board to consider cancelling this year's event. She also suggested the possibility of taking the event virtual, but that suggestion was considered a greater risk as the library could stand to lose money that way. The board opted to cancel this year's event, but asked Ashley to send a letter to all of the sponsors who had already given money. All sponsors will be given the following options: use their 2020 sponsorship as a donation; apply their 2020 sponsorship to our 2021 event; or receive a full refund.

Committees:

Alan gave an update on committees. If CareerLink turns in a space proposal, the building committee will review it. Bill has joined the Building Committee. Standing committees have been handling issues, such as personnel, as they arise. The goal is to get back on track with this in coming months.

A motion to enter into executive session for personnel and legal matters was made at 5:00 p.m. by John Skelley and seconded by Marlin Plymette, with all in favor.

A motion to leave executive session was made at 5:23 pm by John Skelley and seconded by Marlin Plymette with all in favor.

A motion to adjourn the meeting was made at 5:23 pm by Marlin Plymette and seconded by John Skelley with all in favor.

The next meeting was scheduled for August 19, 2020 at 4 p.m.