

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
March 17, 2021

The regular meeting of the Board of Directors of the Cambria Library Association was held via conference call on Wednesday, March 17, 2021. 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

Others: Ashley Flynn, Stephanie Young, Barb Mitchell

Members Absent: Christine Cosgrove, John Skelley, Cara Ferrante, Aletha Haselrig-Jones

Consent Agenda Reports:

The County Coordinator's report was presented as part of the consent agenda.

A motion to approve the consent agenda, including the minutes of March 17, 2021, was made by Marlin Plymette and seconded by Bill Lantzy with all in favor.

A motion to approve the minutes from the special meeting of March 10, 2021, which authorized short and long term disability coverage for full time employees, was made by Marlin Plymette and seconded by Bill Lantzy with all in favor.

Treasurer's Report:

The Treasurer's Report was presented by Stephanie Young. She explained that all of the state funding expected to date has been received. The first county funding payment of the year has also been received. Each of the system member libraries have received their allocations.

The treasurer's report was filed for audit.

Director's Report:

Library Services – Monday Hours – Ashley noted that patron requests for evening hours have continued. She has decided to extend hour on Mondays to 9 am to 6 pm beginning April 5. This falls within the amount of money that was allocated in the budget for this expense. Alan Metzler asked if there have been issues with proper mask usage and Ashley said there have been no incidents lately. Ashley added that the building capacity would increase from 50 members of the public to 75 on April 5. This increase follows the updated guidelines from the governor, although the library hasn't yet hit their current building capacity. Ashley added that Highland Community Library opened to the public yesterday, which is their first opening aside from appointments since the start of the pandemic. Portage Public Library planned to reopen the following day.

Library Book Sale – The book sale was successful, but there were approximately 5,000 books left over. The library has connected with Better World Books to sell the remaining items on consignment. Materials are scanned into the Better World Books database and if they are accepted and sold, the library receives 20% of the profits. Any books that aren't accepted by Better World Books will be discarded.

Annual Reports – This annual undertaking compiles a picture of each library's operational year for review by Office of Commonwealth Libraries. All libraries in the district were due to have their reports submitted to Ashley by March 12. She is working on reviewing them in order to submit finalized reports to the state by April 16. OCL is being very strict with deadlines this year.

IMLS Cares Allocation Plan – Ashley explained that this is still underway, and she will work on submitting revised plans to the state after the conclusion of the annual reports.

Night Music Updates – Ticket sales for the event have begun. Ashley noted that there will be advertising in the Tribune Democrat as well as WJAC, but added that management has changed at WJAC and it has been a challenge to have the trade agreement honored. Alan encouraged Ashley to continue to push and develop that relationship. He encouraged board members to help out that evening of the event if they're able, and encouraged Ashley to plan for the worst case scenario, such as poor weather. The biggest logistical concern at this point will be managing the timing of delivering meals to cars. Leanna Bird stated that the staff has been doing a great job planning the event and said that her tickets had been mailed out the day after she purchased them online.

Northern Cambria Interviews – Terri Butterworth is retiring from her position as the director at the Northern Cambria Public Library and the board had asked for Ashley's assistance with the interview process for the next director. Bill Lantzy said that the library had reached out to their top candidate and was waiting to hear back. Ashley offered to help with training once the new person was officially in place.

EDI Grant – Ashley shared that Barb was working on a submission for a \$6,000 grant to provide equity, diversity, and inclusion training for the library district. This type of training had been requested by a couple district librarians.

OLD BUSINESS – none

NEW BUSINESS

Estate Donation

The library has received a donation from an estate for approximately \$11,000. Ashley would like to use it towards capital expenses. Bill Lantzy suggested that it would be a good idea not to restrict the money and see where it may be needed. Ashley noted that it could be used towards a match for the potential Keystone Grant.

A motion to apply the donation from the estate toward capital renovations, pending approval from the board treasurer, was made by Leanna Bird and seconded by Marlin Plymette with all in favor.

Night Music Insurance

Liquor liability insurance had been purchased for the 2019 event for \$500. A quote for coverage for the 2021 event was \$650. There was a brief discussion about the value of such coverage. Ashley was instructed to check with the board's attorney for a recommendation about the coverage before proceeding.

Committees

The fundraising committee is waiting on quotes for the sewer project and hopes to be able to use the money from the Dept. of Education grant through Senator Langerholc to pay for it. The committee is aware of American Rescue Funding that will be coming to the city and the county and will explore if the library qualifies for any of this funding. It was also noted that Barb Mitchell will co-chair this committee along with Leanna Bird.

The HR committee worked on the recommendation for short term disability and long term disability coverage for full time staff. The next committee project will be converting to a PTO system.

The building committee will need to meet soon to discuss the sewer updates.

A motion to enter executive session for personnel matters was made at 5:07 pm by Marlin Plymette and seconded by Leanna Bird with all in favor.

A motion to complete the executive session and adjourn the meeting was made at 5:13 pm by Marlin Plymette and seconded by Bill Lantzzy with all in favor.

The next meeting was scheduled for April 21, 2021 at 4 p.m.