

MINUTES
BOARD OF DIRECTORS MEETING
CAMBRIA LIBRARY ASSOCIATION
December 4, 2019

The regular meeting of the board of Directors of the Cambria Library Association was held in the Robert G. Rose Conference Room on Wednesday, December 4, 2019. The meeting was called to order by Vice President Bill Lantzy at 4:00 pm.

Members Present: Bill Lantzy, Leanna Bird, Marlin Plymette, John Skelley, Christine Cosgrove, Cara Ferrante, Alan Metzler (phone)

Members Absent: Don Layo

Others: Ashley Flynn, Becky Martinazzi, and Stephanie Young

Consent Agenda Reports:

The County Coordinator's and District Consultant's reports were presented as part of the consent agenda.

Bill inquired about the situation at the Burrell Township Library and its status. Becky informed the board that they are slowly increasing their service hours to the public and are operating in their township supervisors' building. They are still without their own building but are very confident that this will be started and completed in 2020.

Bill also asked about the recruitment of board members at the Portage Public Library. Becky reported that efforts at recruitment are still underway and they may have some prospective candidates. Whatever positions are not filled will be listed as vacant until new members are found.

A motion to approve the minutes of October 23, 2019 was made by John Skelley and seconded by Marlin Plymette.

Staff Spotlight:

This feature will resume in January.

NEW BUSINESS

Treasurer's Report:

Cara Ferrante presented the Treasurer's Report and reported that everything is pretty in line with the previous year. Approximately 88% of the budget has been expended. October shows

grant income of \$7,000, which Ashley explained was from the Pennsylvania Humanities Council's Teen Reading Lounge initiative.

The Community Foundation report for the Cambria County Library fund was reviewed. Cara expressed that the total return of \$12,172.73 was satisfactory. It was requested that the Community Foundation's investment manager provide written suggestions for optimal investment.

John asked about transferring in money from the Community Foundation fund. Stephanie explained that this was done to help balance the budget, accounting for district funds that were received later than expected. The district funds were received, but the community funds are accounted for as a line item in the budget.

John also noted that expenses in Travel & Conferences were over-budget. Ashley explained that there has been an increase in new staff who have been eager to attend professional development trainings. The budget has been adjusted to reflect a higher amount for 2020.

The treasurer's report was filed for audit.

Director's Report:

Active Shooter Training – An Active Shooter training was held on November 25th with Bob Winters from the Department of Homeland Security along with the Cambria County Department of Emergency Services department. A building tour was given suggestions were provided on how to better equip the library facilities for the case of an active shooter or similar emergency. The County Department of Emergency Services will work with an internal safety committee that has been formed among the library building staff to develop better protocol for emergencies. More security cameras, both inside and outside the building, were highly recommended. Bill commented that there may be grants coming from Representative Tom Sankey's office for items like this that could be used for safety and security.

Ashley noted that there has also been an increase in suspicious persons throughout the library, and that she would ask the police to do regular patrols throughout the facility. Christine suggested that with the colder weather, more people are likely to spend time in the building. Alan reinforced that the top priority is always the safety of library staff, and that there will be zero tolerance for anything that would jeopardize staff safety.

Fund Drive Campaign – Ashley reported that letters for the fund drive campaign were on their way out. The number of recipients was drastically increased to around 9,000 compared to last year's number which was around 200, and the zip code of 15905 was added to the mailing list. The EARN program was utilized for stuffing envelopes this year. Ashley noted that she hopes to get the letters out earlier next year, preferably sometime in October. Leanna noted that the

increase in the fund drive will be worth the investment, and that the 15905 zip code is the biggest local contributor to non-profits.

Cloud Library Transition – Everything is on schedule to transition to cloudLibrary from OverDrive. CloudLibrary services will start in January and give time for staff and patrons to acclimate before OverDrive’s expiration in March. Staff has been completing trainings with cloudLibrary to make the launch process as efficient as possible. The new Marketing and PR Coordinator, Patty, will be helping in this process. In the new year, Becky and Barb will be available to libraries in the county and district for informational training sessions on how to use the new service.

Website Redesign – The website redesign project is fully underway and will be utilizing +Public as its developer for both the site and branding of individual libraries. Ashley and the website team have been communicating weekly with the company to remain on schedule. A survey will soon be released to the system libraries to get more information that will help in creating brands for their communities. The goal is to be finished in April so that the site can be rolled out as a “digital library” for National Library Week. A Community Foundation for the Alleghenies grant brought in \$1,627 in funding, out of the total request \$7,500, and this will go toward the website redesign project. Leanna noted that 86 organizations applied for CFA funding and that websites are rarely funded, so we were lucky to have received as much as we did. The website project will also be funded by the savings in money from contracted services and an increase in county coordination aid distributed by Commonwealth Libraries as part of the state government subsidy.

Employee Evaluations– Ashley will be implementing employee evaluations starting in 2020 to happen on the anniversary of each employee’s start date. These evaluations will be based on performance and raises will be issued accordingly.

Plans for Use of State Aid – All libraries’ plans for the use of state aid have been submitted. These plans outline how libraries will spend the money that they receive in state funding. All libraries have been instructed to use the money to meet any standards that are not being currently being met. Some libraries need to use their money for director certification. For CCL, the money will be used to fund an increase in service hours to the public. The standard for CCL is 65 hours weekly, and the library is currently only open 60 hours weekly.

E-rate – Ashley discussed that she’ll be starting the new funding year of E-Rate, which provides discounted internet services for libraries. Ashley noted that it is a very time consuming process but worth it. Cambria County Library still completes this because it results in a savings of around \$17,000 annually. However, many other libraries have dropped out of the program because they get free internet services from Comcast and telecommunications are no longer discounted.

Friends of the Library Update – Ashley reported that she had a conversation with the Treasurer of the Friends regarding changing the status of the employees of the Friends-operated

bookstore to being officially employed by the library. Currently, the Friends of the Library have the final responsibility for hiring and firing the bookstore employees. Ashley explained that if the Friends want the library to continue handling the payroll and timekeeping tasks for those employees, the library needs to have that final responsibility. Julie from the Friends reacted positively to this. Ashley added that the Friends will still act as immediate supervisors to those employees, but any disciplinary action would be taken at the library level.

Budget:

The 2020 budget was presented for approval. The most significant change was the previous year was an increase in the salary and wages category. All planned salary increases are accounted for in the budget. Alan noted that most part-time employees are making under \$10 an hour. Alan also noted the proposed changes in the health insurance. The library's insurance broker recommended getting a Health Savings Account (HSA) plan through UPMC. This plan does have a \$2,000 deductible, but the library will give each employee on the plan \$2,000 in their HSA. The employee will be able to use this money towards meeting their deductible. Once the deductible is met, the insurance will take effect. A presentation will be made to employees on the insurance plan to explain more about how the plan will work to employees' advantage.

Leanna asked about the Salary line item and whether there would be room for raises. Ashley responded that \$6,000 has been allotted for this purpose.

Alan commented on the fact that the Travel and Conference line item has increased due to more interest among employees in attending trainings.

A motion to approve the 2020 budget as presented was made by Marlin Plymette and seconded by John Skelley, with all in favor.

2020 Meeting Dates:

The proposed dates for the 2020 board meetings were distributed to everyone for review. Those dates will be published according to the Sunshine Law.

A motion to approve the proposed 2020 meeting dates was made by Cara Ferrante and seconded by Marlin Plymette, with all in favor.

Community Room Rental Policy:

Ashley presented proposed updates to the rules and regulations for rental of the Community Room. The key difference is that rental fees will no longer be different for nonprofit and for-profit agencies as it was in the past. Instead, a flat fee of \$10 per hour will be charged to

anyone who books the room. The technology fee will also be reduced from \$20 to \$10. Christine recommended looking into taking deposits to cover any damages and to consider adding a limitation of liability clause. The room will be undergoing renovations in January, so protecting against damages is a high priority. The board tabled the discussion until the proposed changes have been made to the policy.

Hours Increase:

Ashley explained that the Cambria County Library is currently not in compliance with state regulations to be open 64 hours as a District Library Center and 65 hours as a System Headquarters. These regulations are being re-written so they act only as guidelines for now. The increase in these hours will be funded by the increase in the state library subsidy funding. Leanna suggested that we start with a small increase, with the potential to grow into the full 65 hours. Bill added that if we increase to 64, it gives the state no incentive to increase our funding in future years. The library schedule would be Monday – Thursday from 8:00 am – 8:00 pm and Friday and Saturday from 9:00 am – 4:00 pm.

A motion to approve the increased library hours as presented to begin on January 1 was made by Marlin Plymette and seconded by Leanna Bird, with all in favor.

Committees:

Governance – Vacancy – Ashley reported that she was not able to reach the prospective board candidate, Aletha. John offered to confirm her contact information. Alan asked that Ashley try again to confirm either a yes or no from Aletha before moving on to the next candidate.

Finance – The Finance committee had a call with Skip from Cornerstone to obtain recommendations. Alan mentioned that Skip was tasked with preparing a proposal for the board on adjusting current investments. Cara and Ashley will follow up on their proposal. Alan thanked the committee for their work on the budget.

Building – This committee should meet in the near future. Private meeting areas remain a need as the library currently has only the community room to offer.

HR/Personnel/Planning – This committee will reconvene in the new year. Ashley would like assistance developing a new PTO policy. Currently, staff have separate pools of sick and vacation time.

System Development – This committee will move forward in 2020 with a focus on drafting a new system member agreement.

Executive Session:

A motion to enter executive session for personnel matters was made by John Skelley and seconded by Marlin Plymette at 5:13 pm, with all in favor.

Executive session concluded at 5:25 pm.

A motion to increase the director's salary by 4% and award a one-time bonus of \$300 was made by Marlin Plymette and seconded by Christine Cosgrove, with all in a favor.

A motion to adjourn the meeting was made by Leanna Bird and seconded by John Skelley with all in favor at 5:30 pm.

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