

**Centre County Library & Historical Museum Board of Trustees**

**Thursday, October 24, 2019**

**7:00 pm**

**Centre County Library, Bellefonte, PA**

**Trustees Present:** Helen DeFilippis, Melissa Hombosky, Lindsey Kurtz, Justin Miller, Janet Santostefano, John Sengle, Richard Thompson

**Guests Present:** Carl Inglesby

**Staff Present:** Denise Sticha, Robbin Degeratu

**Call to Order:** John Sengle, President, called the meeting to order at 6:50 pm.

**Review and Approval of Minutes:** Hombosky made a motion to approve the minutes of the September 26, 2019 Board of Trustees Meeting. DeFilippis seconded. Motion carried.

**Approval/Amendment of the Agenda:** DeFilippis made a motion to approve the agenda as submitted. Thompson seconded. Motion carried.

**Approval of Reports:**

*Finance Report:* Income and expenses are tracking on target for three quarters of the way through the year, with Sticha and Finance Assistant Michele Reese continuing to adjust line items and descriptions for transactions. Continuing to work to consolidate investment accounts with small balances. Santostefano made a motion to approve the Finance Report. Thompson seconded. Motion carried.

*Operations Report:* Sticha highlighted items from the written Operations Report and responded to questions regarding issues related to security and vandalism and collection development.

*Federation Report:* Sticha noted that the increase that the Federation will receive as County Coordination Aid from the state will be directed to telecommunications in an effort to explore improvement of bandwidth speed at locations. The StoryWalk project continues to evolve with the Grand Opening at Tri-Municipal Park scheduled for November 2, 2019, and a third StoryWalk site under consideration thanks to remaining grant monies.

**Committee Reports:**

*Finance:* Centre Foundation has submitted information to Sticha that will assist in creating an investment transition plan as funds are moved out of Northwest Savings Bank. Finance Committee will review this information and submit recommendation to Board following discussion. Reese is in the process of beginning to gather materials for 2019 audit. Finance Committee will meet with Sticha to discuss the budget, with a plan to present a draft 2020 budget for review at the November 2019 Board of Trustees meeting.

*Personnel:* Kim Bair, Branch Manager in Centre Hall, has given notice of resignation, with a last day of October 31, 2019. Personnel from all branches will help to fill shifts while a replacement is being found.

*Property:* Sengle reported that the shortfall in funding for the Holt HVAC Keystone Grant Project has been made up by the County Commissioners, who have committed \$20,000.00 and Philipsburg Borough, which has

committed \$5,700.00. Centre Hall lighting issue is nearing resolution, with new lights being tested and a final quote from Shaffer Electric forthcoming. Proposals for installation of a more robust security system for Holt are to be reviewed by the Property Committee in anticipation of making a recommendation to the full Board. The roofing project for 2019 at the Museum is complete, and Sengle is drafting RFPs for exterior painting/sanding/powerwashing and chimney work. The Property Committee recommended undertaking a number of proposed projects in the Museum, namely repointing of the exterior Allegheny Street staircase, repairs to the vestibule floor, adjustment and repair of the Howard Street door, and replacement of carpet on the rear half of the first floor and all of the second floor. Santostefano made a motion to proceed with the Allegheny Street staircase, vestibule floor, Howard Street door, and first and second floor carpet projects at the Museum. Hombosky seconded. Motion carried.

*Nominations:* Sengle and DeFilippis are working to identify one additional person to fill a seat as a Trustee beginning in January 2020.

*Fundraising:* Following the 80<sup>th</sup> Anniversary Open House at Centre County Library, the Fundraising Committee is beginning work to create a fundraising plan for an \$80,000.00 capital campaign. Work will include defining how funds can be raised at branches and by Friends groups, as well as communicating fundraising objectives.

### **Old Business**

*Centre Hall Expansion:* Sticha is working to continue to try to maintain open lines of communication with the Centre Hall Library Association in light of Kim Bair's resignation.

### **New Business**

*Board Meeting Dates/Holiday Closing Schedule:* Hombosky made a motion to approve the 2020 Board Meeting Dates and the 2020 Holiday Closing Schedule as submitted. Miller seconded. Motion carried.

*Board Orientation Plans:* Sticha outlined options for 2020 Board Orientation with regard to format and timing, and will reach out to Trustees for additional feedback.

**Adjournment:** Thompson made a motion to adjourn the meeting. Kurtz seconded. Motion carried. Meeting adjourned at 8:05 pm.

Respectfully submitted,  
Robbin Degeratu  
Administrative Director