

**Centre County Library and Historical Museum Board of Trustees Meeting Minutes**  
**Virtual Meeting**  
**Thursday, October 28, 2021**  
**6:36 p.m.**

**Trustees Present:** Deborah Cleeton, Helen DeFilippis, Carl Inglesby, Lindsey Kurtz, Margaret Gray, Pam McCloskey, Andrew Waxman

**Trustees Excused:** Justin Miller, Andrew Naugle

**Staff Present:** Denise Sticha, Michele Reese

**Guests Present:** None

**Call to Order:** Helen DeFilippis, President, called the meeting to order at 6:36 pm.

**Public Comments and Correspondence:** Sticha reported that she had received an email from Ron and Vicky Flood. They stated that they are stepping down from their positions with the Centre Hall Friends. Sticha will send out a Thank you note thanking them for all of the work they have done.

**Consent agenda:** Inglesby made a motion to approve the minutes of September 23, 2021 and the Director's September 2021 Operations report. Gray seconded the motion. Motion carried.

The minutes of the September 23, 2021 Centre County Library & Historical Museum Board of Trustees meeting were approved as submitted.

The Executive Director's Operations Report for the month of September 2021 was approved.

**Finance Report:** Sticha delivered the Finance Report, stated that we will be ending the year strong. Some line items are over while others are under. Sticha will begin working on the budget and condense some accounts that are not used. Sticha stated that she had reached out to Molly Kunkel from the Centre Foundation but has not heard back from her and will reach out once again to discuss moving the McQuiston/Rodvein funds. The plan is to have the funds moved by the end of the year. Other investments are doing well. CCL is currently working with Schlow on the ARP Grant program. We will need to have a resolution made by the Board regarding e-signatures to help with this grant. The resolution will be put on the agenda for the November Board meeting. Materials being ordered by the Branch Managers are going well. Sticha stated that she will be giving the Branch Managers a limit for program expenses that way they know what funds they have to spend for programs. Inglesby made a motion to approve the Finance Report. Gray seconded. Motion carried.

## **Agenda Items:**

2021 Plan for Use of State Aid: Sticha stated that the form had been completed for the Office of the Commonwealth Library. She explained the reason for the form and stated that we have not met the standard for spending on collections. This standard has not been met in years past. The goal is to get closer to the 12% spending and the other standard is hours of operation. We need to be open seven hours on the weekend and currently we are open five. Sticha reported that the State funds were approved in July with the state budget and we will be receiving those in January.

Programming Policy: Sticha worked with a team to develop the policy. The policy states that we do not discriminate, do not charge for program attendance, and have limit caps for certain programs. The policy only addresses library type programs. Kurtz motioned to accept the Programming Policy. Inglesby seconded the motion. Motion carried.

Bylaws Amendment: The amendment paragraph was submitted at the last Board meeting regarding the addition of a non-voting member. Inglesby motioned to accept the Bylaws amendment. Cleeton seconded the motion. Motion carried.

User Behavior Policy review task force: Reviewing in conjunction with Schlow. A task force made up of both libraries will be made up with the following employees from CCL&HM; Sticha, Edwards, Hutton, Shaffer and Hoover will be an alternate. Schlow will have three representatives. The goal is to have the policy review completed by the end of the year.

## **Committee and Representative Reports**

### Finance Committee:

The Finance committee did not have a meeting in October. The committee will try to meet in November with Tony Moist. Sticha stated she will reach out to Kristen Coombs to discuss the investments and see if she would like to meet with the Finance Committee to review how the investments have been performing.

### Property Committee:

*Museum Projects:* Inglesby stated that the missing shutters had been located and Paint Ninjas will be returning the shutters and hanging them. He also stated that Pat Masullo had painted the interior and exterior on the first and second floor. Inglesby reported that Sterling Silverworks will be in in January to fix the upstairs door in the tech office. Sengle is to meet with Sterling to discuss the trim work that needs to be completed to be done on the outside of the door. DeFlippis stated that she would like to have a special Thank You sent out to John for all of his hard work on the Property Committee.

*Museum Side Porch:* Brian Chilston is to work on the porch. Inglesby stated that he will reach out to Brian to see when he may be available to begin work.

*Bookmobile:* The Bookmobile passed inspection. It will need four new tires and they are to be put on in approximately two weeks on a Friday while the Bookmobile is off the road, so it does not disturb the normal stops. Sticha had stated that she wanted to reach out to Dave Lomison to see if we would be able to put the Bookmobile in the County garage overnight during the winter. Gray stated that she had already spoken to Lomison regarding the situation and that it would not be feasible for it to be kept inside due to the County vans needing to be inside. There is a wash bay that may be open for it to be kept in overnight. Another suggestion was to have them start the Bookmobile in the morning, so it would be warm and ready to go when Jacob arrived.

*Centre Hall expansion:* Sticha stated that she had started working on a draft for the Centre Hall expansion. She will send it out to the Board on Friday for them to review. The Friends group needs to meet with the School and the Board to discuss the expansion.

Personnel Committee: Sticha reported that she had advertised for a part-time Communications Manager. Sticha stated that she had met with Melissa Hombosky to discuss the position and that Melissa will meet with the new hire to work on the website. There was a total of 15 applicants, which was then narrowed down to 5 for phone interviews. Sticha had two zoom interviews which included Laura Sarge and Julie Valora. Both interviews went well, and an offer will be made to one once references have been checked. Sticha stated that she was happy to have Valora participate on the interview committee and that Valora has begun her outreach programs once again. She has also been working with Struble and Jeffcoat on the Bookmobile coming up with display ideas and other programs.

DeFilippis stated that she had met with Kurtz to discuss Sticha's upcoming annual evaluation. A time needs to be set for the three to meet and do the review.

Nomination Committee: DeFilippis reported that she had not heard back from the person she had reached out to last month regarding a position on the Board. She encouraged Board members to reach out to those that they know to see if anyone would be interested in a position on the Board.

Planning Committee: Nothing to report.

Fundraising/Development Committee:

*Annual Fund Drive:* Sticha stated that the annual fund drive will kick off on November 30<sup>th</sup> which is Giving Tuesday. We will be using Grove Printing once again for the printing of the letter. Sticha reported that her and Degeratu had begun reviewing the database and plans have been set to purchase Little Green Light. This is program that is used for donor development. There is an annual charge for the program and our current excel spreadsheets can be uploaded into the database. Sticha reported that she had sent out solicitation letters to the Townships at the end of September. Gray stated that if not this year but next year that maybe the Board should go out to the Townships

to ask for a donation. We will notify the Townships ahead of time so that we can be placed on the agenda to speak to the Board.

*Centre Hall Friends:* Sticha has encouraged the CH Friends to attend a Centre Hall borough meeting to ask them if they would consider increasing their annual donation to the library and explain the library expansion to them.

**Comments for the Good of the Order:** Sticha had a trivia question- this branch sits across from the original library and was at one time used for two other types of business. The branch was Bellefonte and at one time it was a gas station and then an A&P grocery store.

**Adjournment:** Inglesby made a motion to adjourn. Gray seconded. Motion carried. Meeting adjourned at 7:35 pm.

Respectfully submitted,  
Michele Reese  
Office Manager