

**Centre County Library & Historical Museum Board of Trustees Meeting**  
**Thursday, May 25, 2023**  
**Hybrid Meeting**  
**6:30 pm**

**Trustees Present:** Deborah Cleeton, Carl Inglesby, Kathleen Gomez, Vickie Barnett, Bryce Taylor, Pam McCloskey

**Trustees Excused:** Lindsey Kurtz

**Staff Present:** Michele Reese, Nicholas Struble

**Guests Present:**

**Call to Order:** Carl Inglesby, President, called the meeting to order at 6:30 PM.

**Public Comments and Correspondence:** Nothing to report.

**Consent Agenda:** Cleeton made a motion to approve the minutes of March 23, 2023. Seconded by Taylor. Motion carried. Cleeton made a motion to approve the Director's March/April Operations Report. Seconded by Barnett. Motion carried.

The minutes of the March 23, 2023 Centre County Library & Historical Museum Board of Trustees Meeting were approved.

The March/April Operations Report was approved.

**Finance Report and Investment Summary:** Reese stated that everything was on track with the expenses and investments. Reese reviewed the investment report from April stating that funds had been transferred from the Woods Fund to pay for the blinds and the porch project. Inglesby asked about the Municipality donations and how they were tracking. Reese stated the donations are coming in at the same schedule as past years. Cleeton asked if there was a determination letter that was sent out to the municipalities stating the amount we were requesting. McCloskey stated that she believes Sticha compiles information regarding library cards and library usage in the donation request letters. Taylor made a motion to approve the Finance Report and Investment Summary. Seconded by Cleeton Motion carried.

**New Business:**

**ERTC- Employee Retention Tax Credit** - Reese gave an update on the credit. Form 941X has been completed for the 1st-4th quarters of 2020 and the 1st and 3rd quarters of 2021. The amount that we are to receive is \$270,379.16. The credit may be received six months to a year from now and may be paid out in the quarterly credit amount or annual sum. Reese stated that we do have an invoice due to First NonProfit for 10% of the credit amount. This invoice is due once we have received the credit in full.

**2023 Municipal visits:** Reese stated that Sticha had attended the Bellefonte Borough meeting as well as the Centre Hall Township meeting in April and received a Proclamation certificate for both the Bellefonte and Centre Hall branches. No other schedules have been discussed for attending additional municipality meetings. Barnett stated that she is concerned about approaching Spring Township for more income. Inglesby stated that he was not sure if Sticha would be asking for an increase in donation or if it would be more of an informative visit. Cleeton had asked if there was a formula in determining the amount of money that is requested by each municipality. Reese stated that she was unsure if there was a determination rate and that the letter informs the municipalities about the branches and the Bookmobile. Further discussion was held regarding the donation letters.

### **Committee Reports:**

**Finance:** Cleeton reported that the finance committee met with Kristin Coombs and her Staff on April 5, 2023. The committee agreed to keep the principal protected funds at approximately \$100,000 available in each of those funds for upcoming projects. Recommended that the current asset allocation is kept as is. For the two income accounts, the recommendation was to change from balance to growth by increasing the equity to Bond ratio from 55/45 to 65/35. Cleeton asked if the committee was comfortable with that if the Board needed to approve it. Discussion was held regarding the change. The finance committee also met with FNB Tony Moist and Gavin Howe on May 2, 2023. They stated no distributions and none anticipated. They recommended moving our stock allocation to 45% of the fund and adding high quality bonds. They stated that we needed to continue to be conservative at this time due to the issue regarding the debt ceiling and what will happen. Taylor stated that a discussion was held regarding changes but no approval was given to either FNB or Coombs to make any changes. The Finance committee will be meeting with FNB again in the Fall. Taylor stated that the Board should table any changes until the July meeting. **Taylor made a motion to table any changes at this time. Seconded by Gomez. Motion carried.** Reese reported that the auditor Paul Link was in on May 4th to work on the audit. Mr Link is still working on the audit and has a few questions regarding the fixed assets. His calculations do not match ARO's. Reese has reached out to ARO regarding the information and is waiting for a response.

**Personnel:** Nothing to report.

### **Property:**

**Museum project-** Inglesby reported that the Property Committee met with State College Design to look at the porch. He stated that samples were taken for the new pieces, discussed the drainage field and the closing of the sidewalks during the construction of the porch. The project will start at the end of July and should be completed within 90 days. Reese informed the Board that the blinds were installed on the 15th of May in the administrative side of the Museum. Reese asked for a quote for the remaining windows in the building. Inglesby stated that while Cole was looking at the other windows he discovered that one of the shutters was hanging on by two screws. Inglesby contacted DelGrippo Construction to see if they would be able to fix the shutter before it fell. They were able to do so and stated that there would not be any

charge. Inglesby was going to send out a letter of Thanks. Inglesby reported that there had been some vandalism done at the Little House. A minor had spray painted a wall on the building itself and the fence wall along the alley. Discussion was held regarding the cleanup and whether the minor should help with the cleanup. Inglesby is going to reach out to the Police Officer involved with the case to discuss the issue with him.

***Bellefonte branch*** - Nothing to report.

***Bookmobile***- Struble stated that there were three applicants who had applied for the driver position before Denise left. There have been additional applicants who have applied for the position as well. A part time staff member is also interested in the driving position. Troy Butler was to meet with someone from Eagle to take a look at the batteries but has not been able to set up a time as of yet. The larger battery will need to be replaced as it has leaked acid from the top, bottom and sides. Reese stated that Troy had informed her that there is a leak in the roof right above the driver side in the compartment area. Discussion was held regarding the repair of the leak.

***Holt*** - The leak in the toilet has been repaired and the water usage has gone down. Inglesby reported that last month a Mom and her two children had gotten stuck in the elevator and the fire company and State Police had to be called to help get them out. The elevator repair company came out the following day and stated they would contact Thyssenkrupp regarding the issue to see what could be done so it did not happen again.

***Centre Hall*** – Musical instruments have been installed outside at the library. Mulch is to be delivered by the 26th of May and the Boys Scouts will be out to spread it around the building and the instruments. Pavers will be ordered to be placed by the instruments as well. Inglesby attended the PPVLS meeting and they stated that the memorial bench for Pat Smith is close to being ready to install. Inglesby also stated that he was concerned about the heat pump in the library. It is currently the only source of heat for the entire building. The heat pump was installed 25 years ago and has not been updated as of yet. Discussion followed regarding the heat pump. Inglesby stated that when the addition has been completed an additional heating source will need to be installed. McCloskey stated that there is a gas line that is available for the library to tap into for additional heating.

**Planning:** No updates.

**Nomination:**

Board vacancies – Kurtz was to reach out to the County Commissioners to ask if they had any specific criteria for the County board member nominee. Inglesby stated that he and Kurtz would have to wait until June to ask about the nominee. Inglesby stated that after the County has approved the nominee a vote can be held by the Board via email. The Board would also be able to vote for the at-large member at the same time as well.

*Comments for the Good of the Order and Adjournment:* Taylor reported that NovelCon went great. The weather was perfect for the event. Lots of things were happening. Struble reported that there were no food trucks for the event. He stated that they have begun working on getting food trucks for next year already. Inglesby stated that he had attended the Centre Gives event at Talleyrand Park and stated that the Library needs to consider putting a table there next year as well during the event. Struble stated that Beth Schwartz had reached out to Centre Gives about getting a table for this year but the deadline had passed. A table will be set up next year at the event. Reese stated that the amount given before the stretch pool was added is \$18,620. Gomez stated that a date has been set for Brady Clemens to meet with the Houtzdale library on June 20,2023. The next meeting will be held at the Holt Library on July 27, 2023.

**Barnett made a motion to adjourn the meeting at 7:15 P.M. Seconded by Taylor. Motion carried.**

Respectfully submitted,  
Michele Reese  
Office Manager