

**Westmoreland County Federated Library System**

**Board Meeting Minutes**

**Wednesday January 22, 2020**

**WCFLS Office, GreenForge**

**Westmoreland County Federated Library System (WCFLS) Board Members present:**

Charles Greenberg, Murrysville Community Library

Dan McKinnon, Penn Area Library

William Scheeren, County Commissioners Appointee

Karen Stefl, Scottdale Public Library

Mary Stubbs, County Commissioners Appointee

Lynn Wackenhuth, Sewickley Township Public Library

**WCFLS Board Members absent:**

George Church, Greensburg-Hempfield Library

**WCFLS Member Library Board Members and Directors present:**

Greensburg-Hempfield Library, Jamie Falo

Norwin Public Library, Diana Falk

**Others present:**

Cesare Muccari, WCFLS Executive Director

Joe Fee, IT Manager

Dana Farabaugh, District Consultant

Kathy Miller, Finance/Office Manager

**Call to Order/Welcome** – Recognizing a quorum, W. Scheeren called the meeting to order at 7:00 p.m. He welcomed all those in attendance.

**Election of Officers:** Bill Scheeren presented the following slate of officers for the 2020 year, noting that he has served as president for two years and therefore is not eligible to continue in that position: President - Chuck Greenberg; Vice-President - Bill Scheeren; Treasurer - Lynn Wackenhuth; Secretary - Mary Stubbs. M. Stubbs moved to accept the slate of officers. The motion was seconded by Lynn Wackenhuth and approved unanimously.

**Approval of the November 20, 2019 Meeting Minutes** – C. Greenberg moved to approve the minutes. The motion was seconded by K. Stefl and passed unanimously.

**Approval of the December 2019 Treasurer's Report** -- C. Greenberg stated this is a year-end report. Nothing remarkable to comment on (which is good). We met budget for income received -- 99.1% of total budget, which was \$668,598.44. Generally, the expense items are similarly close to budget. One area where there was a lot of late spending was on the RK Mellon grant, which was due to expire at the end of December, and expenses had to be realized by that time. At Item 504.17, you'll see a sum for items that were purchased. J. Fee spent \$92, 816. in the course of the year for technology infrastructure. By the end of the year, our total expenses were \$758,765.84, and our net ordinary income was \$ -96,157.30. That is deceiving because the RK Mellon grant income was accounted in prior years and retained year to year. That's why that number looks so negative. As of December 31, we have retained income of \$399,266.71 in checking/savings; total current assets less liability are \$244,013.40. A motion to approve the Treasurer's report was made by C. Greenberg. The motion was seconded by M. Stubbs and approved unanimously.

**Approval of the Technology Infrastructure and Technology Support Project Expenses and Budget Report** - C. Greenberg reviewed the report, noting that spending against the RK Mellon grant was \$448,321. The budget was \$450,000. The remaining funds, \$1,679, are being held for updating of the new Delmont Library when it is completed, and the RK Mellon Foundation has agreed to this arrangement. Of the total project funding -- the e-rate money, WLN money, RK Mellon money. -- \$717,520 was spent. It is a successful project and also successful in staying within budget. C. Greenberg moved to approve the report. The motion was seconded by W. Scheeren and passed unanimously.

**Correspondence** – C. Muccari reported that on Dec. 27, he received official notice that our County funding would be level. However, at that time, it was possible that the commissioners would re-open the budget; any revisions to the budget would have to be completed and approved by Feb. 15. This evening, it was reported in the newspaper that they are not going to re-open the budget. He added that twice he saw in the newspaper that Commissioner Cerilli stated she did not want to cut funding for the libraries.

**Staff Reports** - C. Muccari referred to charts he distributed to the Board. The first shows all of the libraries who now have high-speed broadband. There are still nine remaining sites to be completed. Recently, he went to a meeting in Ligonier about a Broadband study for an eight - county area. This afternoon, a reporter called and wants to do an article on the libraries. C. Muccari stated he and J. Fee have had four or five meetings to discuss getting more funding for this project, which will cost about \$501,000. We can leverage money from the e-rate program. What we have to come up with is about \$100,000. If we can get somebody else to pay the \$501,000, we can reduce the ongoing costs enormously. Because of e-rate the cost is about \$89 per month. For the 16 libraries there, as a result of e-rate and what we did with the phone service, cost is \$85 per month. Without e-rate it would have been about \$1,000 per month. That's what we're trying to do with the remaining libraries. The other thing is that if we want to get e-rate in 2020 for this project, we have to apply by Feb. 26. At this point, we have a 50-50

chance of getting it. If we can get that money, the work could commence in July. The reason a newspaper article might be good is that potential funders might see it and be moved to help out. The map shows where the libraries are located. L. Wackenhuth asked what is involved in the cost. C. Muccari responded that the cost is basically building the line out. Once the lines are built out, it helps everybody else. C. Greenberg asked what "e-rate leverage" means. C. Muccari responded that it means if we get \$500,000, they will pay 80%. K. Miller stated that we do not directly receive the money; it is reimbursement. With RKMellon, we got 60% e-rate reimbursement. It's based on the school lunch program, and we're in area 15601 where the rate has gone from 60% to 80%. Now we're trying to do the same thing. If the e-rate program goes away, we won't have access to that reimbursement. C. Greenberg asked what was meant by "50-50 chance." C. Muccari said it's a 50% chance of getting the \$100,000 -- the match for the e-rate. We will know by Feb. 25. We've been working on this for quite a while. If we get high speed into all these buildings, we can do a lot more interesting things. If we didn't have the RKMellon, the high-speed broadband would be useless to us. We're having internal discussions about where we're going next. We don't want to go to RKMellon for a low amount such as \$50,000. Next, C. Muccari reported that Janet Hudson is retiring May 31 as director of the Ligonier Library. He stated she's basically the "dean" of our libraries. Scottdale Library got a donation of \$50,000. The last thing is that the WCCC art program is moving along. The library directors have until the end of the month to participate. He has seven committed in writing and four verbals. Next, he'll meet with WCCC people in Feb. to schedule everything. The four verbals are Rostraver, New Florence, Murrysville, and Scottdale. They're determining what month will work best for them.

M. Stubbs asked if C. Muccari had asked to meet with the new Commissioners. He has not yet done so. M. Stubbs stated she thought he should. C. Muccari stated that he would do that. L. Wackenhuth stated that both Sean and Doug are on her board.

D. Farabaugh stated she will be attending facilitation training at Commonwealth Libraries. It is about a week in March; training will be provided to focus on community engagement work. C. Greenberg added that a few months ago, he organized a meeting at the Carnegie Science Center about the regional Pittsburgh Science and Engineering Fair and promoting Power Library references. As a follow-up, D. Farabaugh and Emma Beaver, both whom also attended the meeting, created a menu <https://www.wlnonline.org/prsef>, which focuses on science topics.

This presented an opportunity to work with HSLC which manages Power Library. They created guides for use with search topics on how to search a database and how to use citation references. C. Greenberg added that at the Science Center meeting, they talked about how students don't know how to do bibliographies. About 95% of the applications to participate in the Science Fair are rejected on the first pass on the basis of their bibliographies. So students have to revise them. He urged all to look at the web site. It is simple to use, and you can contact a librarian if need be. C. Greenberg is reviewing applications for the Science Fair now, and has reviewed about 100 so far, which is about 10% of the total. For the comment box of each on-line entry, C. Greenberg has created standard language for all reviewers to direct kids to the Power Library site. D. Farabaugh can keep track of the number of hits. As of this year,

students submit their applications entirely electronically, so that, after revision, corrections come back to C. Greenberg and other reviewers; he said that he can already see evidence of the learning process. He has had a request to create a similar site for history projects. He stated that this use of Power Library can be a real block buster. He complimented Dana, Emma, and Jamie for supporting this effort, making this possible for use in 2020.

D. Farabaugh commented that this project fits into an item in the strategic plan, focusing on these kinds of online resource guides for the general public. Similarly, she created a Westmoreland County Voter's Guide. If you Google Westmoreland County Elections, her site comes up second. M. Stubbs suggested C. Muccari might share that information with the Commissioners. C. Greenberg added that every library should know about this. D. Falk commented on her library's Norwin Science Knight (night). There are many more science fairs locally.

J. Fee reported updating the onsite computer lab installing arms which provides more desk space. He noted that Dana was teaching Cataloging I and the participants could actually lay out their materials. He is continuing work on the iPad registration system and noted that he had to do a work-around for the camera. He is updating all Windows 10 machines and discussing renewal rates with Polaris (III).

K. Miller reported that we started ACH payments last month. All libraries are participating. State Aid was deposited on Jan. 29, and the libraries could have the money by the following Tuesday. She has advertised the Board meeting schedule for the 2020 year. She and J. Fee are working on the Polaris renewal, trying to lock in a rate for 3-5 years. She has received DeBlasio's audit proposal for the next three years. She will solicit other bids.

J. Fee added that at the IUG this year, he will be giving a presentation on the WCFLS iPad registration system. The meeting is in Minneapolis.

W, Scheeren asked how much the III invoice has increased; K. Miller responded five percent.

## **Committee Reports**

**Adult Services:** No report.

**Children Services:** K. Miller stated Naomi emailed her notes from the last meeting. They're working on Summer Reading. They're planning to do their own Summer Reading training here with Dana helping out. Chess Tournament is March 28 at Murrysville Library. Storytime STEM-packs™ training will be online training.

**Continuing Education:** The committee will be calling a meeting soon to discuss scholarships for the Pitt-Greensburg Children's Lit Conference..

**eBook Committee:** C. Muccari stated that ebooks continue to grow, even nationally. We're up 20% for this month compared to the same time last year. We're hitting records every month; 131, 000 this year compared with 116, 000 last year.

**Finance Committee:** C. Greenberg stated that in 2018, we devised a four-year budget plan through 2022. That wasn't meant to be untouched for four years, but it was approved by the Board in January 2019. We should approve a revised plan every year. The Committee met toward the end of 2019 and agreed on an updated Budget Plan 2020-23. The numbers in the Plan copy that you have before you today are a little bit different than it. Some numbers have been adjusted to reflect better known costs today. Our goal is to be solvent four years out. Our biggest problem is that we don't know year to year what we will get from the State and the County. He reviewed anticipated net assets four years out. C. Greenberg moved that the Budget Plan 2020-23 be approved. The motion was seconded by M. Stubbs and was approved unanimously.

**Personnel Committee:** No report.

**PR Committee:** E. Beaver was the chair, and she is no longer with a WCFLS library.

**Technology Committee:** No report.

**WINCat:** There was a new Level 3 Cataloger, but she has moved on to another position. But there is a new Level 3 that was just approved last Thursday, and that is Jill Morse at Greensburg. She will be the new Chair.

**WINCirc:** No report.

### **Old Business**

W. Scheeren stated that we've already discussed the Infrastructure Project sufficiently.

### **New Business**

He noted an item added to the agenda: a report from Norwin Library director Diana Falk regarding the survey of their community reported in the Tribune-Review. D. Falk reported that the survey is actually a year old; the reporter interviewed her about a year ago as part of their strategic planning process. Last May, Norwin paid off their mortgage five years early. So they decided to look at, particularly, how the building was serving their community. At the time the building was built, less than the square footage recommended was financially possible. So they wanted to assess how the building was serving the patrons. They did a lot of different surveys; board, volunteers, and staff did a SWAT analysis. The survey posed specific questions to all Norwin School District employees and student groups. Chamber of Commerce did a survey to the business community, also surveyed were Rotarians, Lions Club, and other service organizations. J. Fee helped with the patron database. He sent a response email, so the responses would all be in the same place, and they had paper copies in the library. Municipality officials (three different municipalities) and North Huntington and Irwin Borough employees were surveyed. They got a return of about 20% from the School District; not as high a return from the students. W. Scheeren noted that if one receives a 15% response rate as dissertation research that is considered good. D. Falk stated that they didn't learn anything very shocking. Most people wanted more of what the library is offering, such as story time. They were aware of the need for more community rooms. There are no standing meetings, but still they can't

keep up with demand. Patron questions were very open-ended, so people may have suggested things they wouldn't have mentioned otherwise. D. Falk stated they are working on partnerships to do larger programs outside the library. W. Scheeren thanked her for presenting her report. W. Scheeren stated that the other item of new business -- approval of the four-year budget plan -- was done as part of the Finance Committee report.

C. Greenberg raised another item -- approval of the WCFLS Committee memberships, which is supposed to be done at the January Board meeting, according to the Bylaws. W. Scheeren moved to approve the 2019 committee memberships as is, to be revised and updated during February 2020, and to be approved electronically by Feb. 29, 2020. The motion was seconded by C. Greenberg and passed unanimously.

### **Public Comments/General Announcements**

C. Greenberg stated the new director at Murrysville is Amy Riegner. The other thing he mentioned is that there are only two library directors and no Trustees at the meeting this evening. D. Falk stated the directors meet every month, committees meet, and so by the time of the Board meeting, there is a lot of redundancy. He noted that Library Trustees do not attend directors' meetings. C. Muccari stated there is a lot of activity with the directors' meetings and committee meetings and the directors should be keeping their board members up to date. D. McKinnon said that his library (Penn Area) has difficulty getting members for their own board. He says it may come down to relationships and communication. With a new director, there's been a lot of good change. After Rich Siergiej left, they had to learn very quickly. M. Stubbs asked if we should pursue the question of why we are having this difficulty. Several agreed it would be a good idea to ask. It was suggested that C. Greenberg, as new WCFLS president, contact the Presidents of the member library boards. He said he would do that. W. Scheeren stated he is on another board, and it is very difficult to find people to serve on boards. M. Stubbs asked if dinner meetings would be better attended than 7 p.m. meetings. D. Falk said the meeting time might be moved; W. Scheeren said one of the Boards he is on changed their meeting time from 7 to 6 recently. W. Scheeren thanked all for their help and cooperation for the last two years during his term as President.

### **Adjournment**

There being no additional business, C. Greenberg moved to adjourn the meeting. The motion was seconded by L. Wackenhuth and approved unanimously. The meeting was adjourned at 8:27 p.m.