

Westmoreland County Federated Library System (WCFLS)

Board of Directors Meeting

July 22, 2020

[This meeting was conducted via Microsoft Teams due to a health crisis, which prompted the Pennsylvania governor to prohibit group meetings at this time. The meeting was advertised in advance as such throughout the WCFLS library membership.]

WCFLS Board members participating:

Charles Greenberg, Murrysville Community Library
Karen Stefl, Scottdale Public Library
Mary Stubbs, County Commissioners Appointee
Lynn Wackenhuth, Sewickley Township Public Library

WCFLS Board members not participating:

George Church, Greensburg-Hempfield Area Library
Dan McKinnon, Penn Area Library
William Scheeren, County Commissioners Appointee

WCFLS member library board directors and staff participating:

Adams Memorial Library, Tracy Trotter
Greensburg-Hempfield Library, Jamie Falo
Ligonier Public Library, David Brisendine
Murrysville Community Library, Amy Riegner
Penn Area Library, Jessica Beichler
Rostraver Public Library, Naomi Cross

Others present:

Cesare Muccari, WCFLS Executive Director
Kathy Miller, Finance/Office Manager

[The following is a record of Board approval by email of a motion prior to this meeting.]

The Personnel Committee met June 23, 2020 from 3:30 to 4:15 p.m. By a vote of 3-0, it approved the following proposal concerning Kathy Miller's request to move from full to part-time status for the Board's consideration. The request of Kathy Miller to move to part-time status with the WCFLS be provisionally approved for a period of six months (until December 31, 2020) was approved by the Board 7-0 on June 25, 2020. The motion was made by W. Scheeren and seconded by L. Wackenhuth.

Call to Order/Welcome: Recognizing a quorum, C. Greenberg called the meeting to order at 7:10 p.m. He invited David Brisendine, the new Library Director of the Ligonier Public Library, to introduce himself to the group.

Approval of the May 27, 2020 Meeting Minutes: L. Wackenhuth moved to approve the minutes as presented. The motion was seconded by K. Stefl and passed 4-0.

Approval of the January through June 2020 Treasurer's Report: L. Wackenhuth reported that there's nothing of significance to be reported. We are about halfway through the year. She stated that she had asked K. Miller about the other half of County Aid, and it should be expected soon. Under the WIN project, L. Wackenhuth said she wanted to be sure that our spending is on track, which it is. Item 544 - Postage expense seemed a little high. She talked with K. Miller who explained that those expenses will be allocated in the postage meter and in notifications. We have a plan in place. Everything else is where it should be. We are down in our assets at this point in the year, but that is to be expected. M. Stubbs asked if the aid referred to earlier was County Aid or District Aid. County Aid is correct. It is paid quarterly; we're at 50% which is where we should be. In July, we got the third payment. So we're on track. We will get only 5/12 of the District Aid initially until the legislature passes the rest of the budget. M. Stubbs moved that the Treasurer's report be approved. Karen Stefl seconded the motion which passed unanimously 4-0.

Correspondence: None

Staff Reports: C. Muccari reported that J. Fee will be coming to the meeting late; D. Farabaugh is on vacation. Attendance at directors' meetings has been outstanding. The COVID situation has been very trying for the directors. Most of the programming by the libraries and the System has been virtual. We continue to provide e-books. Statistics are still much higher than before the crisis, but are somewhat lower. The big news is that we got \$100,000 from the Allegheny Foundation for our fiber project. We are waiting for E-rate to approve a pending \$400,000 request in order to move forward. There is another source of potential funding; however, the deadline would be Dec. 31 for completing the work. So this would be less desirable. He recalled the experience with Ligonier when the project was delayed because of

problems between DQE and Verizon. It wasn't completed until early January instead of September which was the original completion date. K. Miller had a conversation today with e-rate with questions about our project. T. Trotter asked if the nine libraries coming in will be moving their phone service to Consolidated. He said he would discuss the problems T. Trotter stated with J. Fee. Bills have not been received, etc. He asked if T. Trotter is still interested in fiber for Caldwell. He said there would be no cost to them. She said she is discussing this with J. Fee.

In terms of money, C. Muccari stated we are waiting for word on the IMLS grant in conjunction with Computer Reach and the Westmoreland County Housing Authority. We have a PA Humanities grant in for ZOOM for 10 libraries, so they could conduct programs at no cost. It doesn't have to be the same ten libraries. He has submitted another grant request for \$750 for virtual programming. C. Muccari stated he was asked for a letter of support for a grant application from a hearing-impaired organization to conduct sign language for virtual programming. J. Faló also provided a letter of support. He commented on funding being provided by the County -- \$25,000 -- for organizations who have lost revenue as a result of COVID -19. A. Riegner said she would probably apply as will Adams and Sewickley. C. Muccari also reported that the \$2000 grant for children's e-books that he mentioned at the last Board meeting has been received and \$1700 has been spent with help from Naomi Cross and others in selecting titles.

K. Miller reported that several libraries buy a movie license. The licenses will be extended to 18 months. Also, the company that provides Copier maintenance will waive the third quarter fee. IDS will give credit up to 25% on next year's membership. The van service is running with one van every day. Every other day is northern route and then southern route. They are trying to figure out how to have both routes run at the same time and not have the drivers be in close contact with one another when they return at the end of the day. They will probably set up a new sorting area in the meeting area. All drivers are working again. C. Greenberg mentioned that as of July 1, Kathy Miller is working half-time: Monday, Wednesday, Friday, 8:30 AM to 3 PM. D. Farabaugh will take over all ILL responsibilities.

Commented [MS1]:

Committee Reports:

Adult Services – no report

Children's Services – N. Cross said that she hopes to get a few members together next Monday. They normally meet every other month except in the summer

Continuing Education – no report

Ebook Committee – C. Muccari addressed this in his report.

Finance Committee – L. Wackenhuth stated the committee will meet early in September to work on the budget for next year

Personnel Committee – no report

PR Committee – no report

Technology – no report

WINCat – no report

WIN Circ – no report

C Greenberg said it would be helpful if each of the committees would provide notes from their meetings that could be included in the Board meeting packet.

Old Business: None

New Business:

Review of the Strategic Plan: C. Muccari commented that the most important part is the Strategic Goals and Objectives. He stated we've made a lot of progress. We've been working on a lot of partnerships. Also, cybersecurity and the fiber project were objectives we had. On cybersecurity, we've done a lot, meaning the insurance so we're all protected. The fiber project is making a lot of progress. About a year ago, he talked with Glenn Miller, head of Commonwealth Libraries, about any money that might be available. He discussed the things WCFLS has done. Miller commented that we're ahead of a lot of other libraries in the State. There are some objectives we haven't done but on the whole we've done well.

Public Comments/General Announcements

C. Greenberg commented that our next meeting, September, is our annual meeting. We will vote on new Board members at that meeting. It has sometimes been difficult to get library board members to agree to serve on the System Board. C. Greenberg encouraged the library directors whose libraries are eligible for Board membership to encourage their board members to serve on the System board. M. Stubbs added that the directors should stress the value of the WCFLS and the benefits to all of the libraries. We really need their participation.

As W. Scheeren, who chairs the Personnel Committee, was not present, M. Stubbs said on behalf of the Personnel Committee that staff evaluations need to be done in anticipation of recommendations for salary increases, etc.

C. Greenberg said that, almost certainly, we will be meeting virtually in September using Microsoft Teams. All who want to attend have to do the preliminary test with J. Fee unless they've already done so (as for this evening's meeting.) No one will be able to "drop in."

Adjournment- M. Stubbs moved to adjourn the meeting at 7:50 p.m. The motion was seconded by K. Stefl and passed unanimously.