

Community Library Association

Board Meeting Minutes

(In-Person and Zoom)

3/17/25

Board members in attendance: Dave Bennett, Sandie Enders, Steve Lackey, Kate Vavpetic, Kathleen Freyvogel, Heidi Breyer, Susan Skowron, and Megan Shaw

Staff members in attendance: Jill McConnell, Kelley Beeson

Other Attendees: Jim Mitnick, Craig Collins

1. Meeting called to order at 7:05 – Steve Lackey
2. Welcome Kathleen Freyvogel – Steve Lackey
3. Approve 1/21/25 minutes – Consent Agenda ACTION ITEM APPROVED
4. Renovation Update – Jim Mitnick, Craig Collins
 - a. Upper-Level study rooms and McLaughlin Room will be soundproofed. The stairwell will have tempered glass, carpet with rubber nosing, and safety rails on both sides. Work on stairwell and soundproofing will take place early in the project outside of library operating hours. Conduit will be added for option to add solar panels on the roof at a later date.
 - b. Lower Level will have a plumbed coffee station near staffed desk with sink and vending machines. Some display cases to showcase art/crafts in hallway. The reading area will have comfortable seating with coffee table, mantel from demolished house, high shelving, double sided $\frac{3}{4}$ shelving, low shelving, donor bricks on wall, new access point to kitchen area for 2nd programming space, large storage area will have option to finish for programming space in bid, and public spaces will have wireless access points, outlets, etc. LL doors will be silent/soft shut and have ability to be propped open. Craig will investigate replacing current event space doors. Breakout Rooms will have soundproofing.
 - c. Craig will send documentation this week to Keystone. The timeline is 4 weeks from the first week of April to shop for bids. Project must be publicly bid with adequate advertising. FC Borough is the Keystone grant awardee and CLA must use Borough procurement policy for Keystone.
 - d. ACTION ITEM Susan made motion to approve adoption of Borough Procurement Policy for lower level build out and associated projects, Sandie seconded: APPROVED
 - e. ACTION ITEM Heidi made motion to allow Jim and Craig to move forward with bids associated with project, Kate seconded: APPROVED
5. Governance Report – Sandy Enders
 - a. ACTION ITEM Sandie made motion to approve CLA Conflict of Interest Policy Revision, Steve seconded. APPROVED
 - b. ACTION ITEM Sandie made motion to approve CLA Purchasing Policy Revision, Steve seconded, APPROVED

6. Summer Board Retreat – Steve Lackey: Board needs to spend time at this retreat on succession and other governance issues. 9-12pm on Saturday July 26th is targeted date.
7. Treasurer’s Report – Dave Bennett
 - a. January and February anomaly has been cleared as state funds arrived in January. YTD revenues are ahead of budget. \$22k ahead of budget based on lower expenses due to nonreceipt of \$25k e-resources invoice.
8. Director’s Report – Jill McConnell. No new information to report.
9. FCASD Funding Update – Dave Bennett, Heidi Breyer
 - a. Presentation to school board and brief discussion of the possibility of a referendum took place.
10. Other Business
 - a. Design Team Interest – Jill McConnell. Jill is putting together a design team of staff for consulting on furnishings and finishes. Sandie, Kathleen, and Susan are interested in joining.
 - b. Federal closure of the Institute of Museum and Library Services (IMLS) will affect Office of Commonwealth Libraries’ funding, but will not directly affect CSCL or SCL’s funding.

Meeting adjourned at 8:30

11. Executive Session – Steve Lackey