



drafted a letter to the commissioners asking for the list of any questions the auditors might have. She requested that they respond in writing immediately to both Kris Ely and Rob Vermette. Commissioner Alan Hall sent this letter on to the auditors. We need to know when we will get the first installment of the money that is allocated to us from the County Commissioners. Because it is not expected that we will get this money until June, the Finance Committee requested one month's budgeted expenses in the amount of \$92,732. The amount owed by the SCHS&FLA to the Pratt Library in New Milford was paid by County Commissioners in the amount of \$31,424.00. This amount will be taken out of the first installment that we will receive for 2024. That leaves a balance of \$64,756.81 that we can expect. Kris Ely and Steve Spero reported that the check had arrived today from the County for the amount of \$64,756.81.

Board member Lorraine Chidester questioned how much money in total do we get from the County? Steve Spero and Kris Ely explained that the anticipated amount is \$284,000. Due to the amount already paid to The Pratt Library, we now anticipate \$253,000. The County collects property tax from all property owners in the county. Part of these tax payers' dollars are considered a library tax, and this is what funds the County Library's annual allotment. The County ordinarily pays in two installments, the first one being the larger amount. Once all the tax collectors have made their returns to the county, a second smaller amount is sent on to the Library.

Rob reported that the Association's checking account with Peoples Bank has now been converted to a money market account which will generate interest at 3% payable quarterly. This should generate an additional \$3000-\$5000 per year. The next step will be to see if the Historical Society checking account (handled by NBT) can be converted to a money market account as well.

An error made by our prior accountants, Peretore Accounting, LLC, concerns required payment to the IRS of the monies that must be withheld from the Lottery winners' take home amount. IRS requires 20% of the winnings of each individual that wins over \$600. The Library properly withheld the taxable amount from the winners, and the amount was placed into our account; however, the accounting firm did not pay this out to the IRS. This included 2022 & 2023 Lottery winnings.

The SCHS&FLA has now paid the amounts due to the IRS for both of these years; however, we will need to recover the amounts that were owed due to the interest and penalties assessed by the government.

The Peretore firm was remiss in not paying these amounts owed to the government. The penalty for 2022 was \$3000 and the interest amounted to \$1000. Our current accounting service, T&S Tax Service is the one who uncovered this issue and called it to our attention. After consultation with our attorney, the Peretore firm is working on getting this penalty and interest money reimbursed. Forms have been filed as to this being a "first offense" for 2022.

The amount paid into the IRS for 2023 was \$3000, but this does not include any amount for penalties and interest for the late payment. T&S has advised we will know within one month what that additional amount will be.

Attorney Zachary D. Morahan of Coughlin & Gerhart, LLP, Montrose, PA, the Board's legal representation, indicates that as long as we had a contract with Peretore Accounting, LLC, we should be able to get our interest & penalties paid back. This is an ongoing situation, but these amounts paid out will be noted as unexpected expenses for May, 2024.

Rob indicates that the Finance Committee will prepare an overall accounting of the cost of the Forest City expansion project. We will then have a concise report of the expenditures.

**By Laws & Policy Committee: Steve Spero**

Jim O'Pecko is now the chairman of this committee. This follows the resignation of the former chairman, Brian Lione d/t his resignation for employment reasons. The next meeting of the By Laws and Policy Committee will be on Wed. June 5<sup>th</sup> at 8:30 at the Main Library. The By Laws are being reviewed as this has not been done since 2011. The next section to be reviewed concerns Board Membership. Steve asked that Board Members read their manual and offer suggestions regarding changes to the committee members prior to the June 5<sup>th</sup> committee meeting. We need to have changes that are proposed available to the county residents for their review. We would like to have these done by September so the Membership can vote on any changes to the By Laws regarding Board members so they can be voted on at the annual meeting in November.

**Fundraising & Public Outreach: Peg Miller**

Peg visited the Susquehanna Branch Library. Their Mini Golf event is on schedule.

Peg has BBF handouts

Lorraine and Peg had attended the recent Commissioners' meeting as representatives of the library. They each spoke briefly on upcoming events at the library, the Historical Society, and the branches.

- They have a positive outlook
- The meeting goes out on YOU-Tube – which helps out with free advertising. It was also noted that The Wyalusing Rocket Courier newspaper prints a detailed accounting of the Commissioners' meetings. This is a good way to inform residents of the Library events.
- Peg encouraged more board members to attend these meetings and to keep the public informed of our good works. Dawn Augenti reported that the Commissioners acknowledged having these Board representatives at the meeting and that their input was well-received.
- Next meeting of the Commissioners is May 22<sup>nd</sup>, 2024 at 9:00 am at the Court House.

June 20<sup>th</sup> would be the birthday of former Administrator/Librarian Susan Olszewski Stone. Sue passed away in 2023. Peg announced that the "Friends of the Historical Society" are putting together a "Get Outside and Read" day in memory of Sue and her contribution to the County through her leadership at the SCHS&fLA. President Steve Spero announced that there is now an Ad Hoc Art Committee which includes Peg Miller and Dawn Augenti. Peg is filing a proclamation with the Commissioners to announce the Get Out and Read Day.

There is discussion about putting a picture of Sue Stone in the Main Library. The Art Policy will need to be checked regarding compliance with this idea.

Note: An audience member, Carol Carpenter, noted that because the Children's Area of the Main Library has been dedicated to Sue Stone's memory, that it could be an appropriate place for such a picture.

There was discussion regarding recognition of donors to the library. The Board Members agree that showing appreciation to our donors is very important.

On July 3<sup>rd</sup> there will be a special event (invitation only) at the Historical Society . This will be called An Afternoon of Appreciation and will be to thank many of our donors. The County Commissioners will be invited, as well as all Board Members and Branch Managers. The time: 3-5 pm. Light snacks & refreshments will be provided. Two tents will be required, and these will already be in place outside of the Historical Society for the 4<sup>th</sup> of July celebration.

### **Blueberry Festival: Steve Spero**

A new event is being added to the Festival this year. There will be the 5K race on Saturday, August 3<sup>rd</sup>. Kris Ely is planning this new event and Will Squier has agreed to assist. The Firemen will manage the course. Sign-up will need to be done 2 weeks prior to the race. Price will be \$30/runner.

A location has been set for the collection of the White Elephant Sale items. Sue McNamara of Griffis Lumber has agreed to have a building she owns at 440 South Main St. in Montrose as the collection site. It is next to JDE Hair Design, across the street from the parking lot now used by the Inn at Montrose.

Susan McCarthy has been named chairman for the Fresh Blueberry Booth. All booths now have a chairman.

### **Strategic Planning: Rob Vermette**

- SWOT Analysis is complete to date. Rob asked Kris Ely to mail the Committee's ideas to all Branches and the staff.

- Kris will need to send out the blank surveys to each Branch to receive their input. Each Branch should invite 6-8 people from their community to give their input. These completed survey forms should be returned to the Strategic Planning Committee by the end of June. The blank survey forms will also be put online. The committee is looking for public input to assist in completion of their new Strategic Plan which will cover 2025-2029.

### **Personnel Committee: Steve Spero**

Scheduling conflicts prevented full committee participation in the 2023 performance review of the Administrator/Librarian. The Committee should wrap up its review at the next meeting.

### **Property Notes: Steve Spero**

Installation of the two mini-split heat pump-based ductless heating and air conditioning units has been completed at the Historical Society. The costs for these units has been covered by a generous donation.

It was discovered during the installation of these units that there is a hive of honey bees at this site. Curator Bonnie Yusavage is getting in touch with a bee keeper to handle this situation.

An Ad-Hoc committee overseeing the rebuilding of the exterior steps at the front entrance of the museum building (Historical Society) has agreed on the final plans. Once these are drafted, the bid documents will be circulated. They hope construction will begin during the first week after the Blueberry Festival.

Kris Ely reported that the Forest City Branch expansion is continuing. The painter should be done with his job next week. The flooring is ready to be installed. The shelving is arriving and also ready to be set up. Currently the Forest City Branch is not open to the public. The staff (1 full time and 2 part-time) are continuing to work. Fred Cicilioni and Jim O'Pecko will be working on ideas for future fund-raising ideas for this Branch.

**New Business:**

At the close of the meeting Angie Hall, Hallstead Great Bend tendered her written resignation with her 2 week notice. Her last day of work will be June 3<sup>rd</sup>, 2024.

Motion to adjourn at 5:16 pm 1. Will Squier

2. Lorraine Chidester

Board went into Executive Session.

Respectfully Submitted,

Joann Reimel

A handwritten signature in cursive script that reads "Joann Reimel". The signature is written in dark ink on a light background.

Recording Secretary