

Minutes of the SCHSFLA Board of Trustees Meeting on August 19th, 2024

The meeting was held at the Susquehanna Branch Library

Call to Order at 4:00 PM by President Steve Spero.

Board Members in attendance: Steve Spero, Rob Vermette,, Cathy Harter, Joann Reimel, Jim O’Pecko, Kathy Matis, Craig Benson, Dawn Augenti, William Squier, Lorraine Chidester

Staff Present: Kris Ely, Administrator/Librarian, Rita Cooley, Laura Nichols, Susquehanna Branch Librarian

Excused Absent: Eileen Baessler

Zoom: Angela Zick, Vickie Calby, Fred Cicilioni

There were no guests present.

Minutes of the July, 2024 Board meeting were approved after 3 additions were noted.

Approval of Minutes: All in Favor-All 1. William Squier

Opposed- None 2. Craig Benson

Approval of written reports: All in favor-All 1. Jim O’Pecko

Opposed- None 2. Kathy Matis

Lorraine Chidester had a few questions regarding bills for some individual expenses for the Breakfast Booth at the Blueberry Festival, specifically how they are documented. Kris Ely explained that the itemized list of expenses and income will be ready when the BBF committee has its September 4, 2024 “wrap up” meeting.

Lorraine also inquired on the status of the 12% “book buy” necessary to meet state requirements. Kris Ely explained that this is a continually moving target as the percentage must be completed by the end of the calendar year; however not all of the year’s expenses are completely known prior to the year’s end.

The committee, which orders the books, is aware of this deadline and judges the final purchases based on this information.

In another BBF related matter, Dawn Augenti asked about damage to the electrical equipment (board) used by DJ David Nice. This occurred d/t three power surges on the Green during the festival. President Steve Spero indicated that the pole and electrical service is on property owned by the County. Steve will need to discuss with Eric Lewis of Spectrum Electric and the County Commissioners to see how this will be resolved.

Steve Spero also said that after profits from the Festival are known, donations will be made to several people and organizations that have provided their services at no charge. Examples of these include DJ David Nice, The Montrose Garden Club, the fire companies from Elk Lake, Montrose, and Silver Lake, and the Montrose Minute Men. Steve also commented how very grateful he is that the reputation of the Blueberry Festival is such that the local organizations are so willing to donate equipment and services to assist us in holding this event.

Laura Nichols: Susquehanna Branch Librarian: Follow sheet

- She has sizable memorials that she has used to update the reading corner
- Another memorial to purchase shelving, that is finally ordered
- Another memorial to make 6 new “Pal-packs”
- Summer program went well. They registered a total of 88 children in this year’s program. The average weekly attendance was 45 children.

- They had a Fire Dept. Visit (Smokey The Bear came). They had a lot of interaction between all that came.
- They had a Stuffed animal sleep over at the library. - They had Chapter book club for 8-11 year olds.

The children read a chapter per week, and then they did an activity –which was making a dog toy. The toys were then donated to the local animal shelter. Laura explained that she had purchased the tee shirts that were used to make the dog toys from Interfaith. This project of the library therefore interfaced with two community organizations.

- On August 20, 2024 the Susquehanna Branch will host an indoor Mini Golf game for the children. Laura is hopeful that the other branches may follow suit.
- Fall- Toddler story time
- Story Walk is still going strong. They have a new story out there right now. A couple volunteers helped in changing out the story boards. Laura emphasized how much help she does receive from the volunteers in their community.

Resignation of a Board Member:

Steve announced that Peg Miller has resigned her position on the Board effective July 15th, 2024. This is the date of our last Board meeting (which she did not attend.) Peg worked very hard on the Blueberry Festival and has done a great deal to promote the good works of the SCHSFLA. She will be helping out at the Mini Gold planned for tomorrow at the Susquehanna Branch.

Finance—Rob Vermette

See Attachment A

We are 7 Months into the year with financial info.

Our auditor, Bill Owens, is completing his audit of our records. He will then work on the abatement of the Lottery taxes issue with the State for the years 2022 and 2023.

Rob Vermette explained that he needs to make a motion regarding the Visions Federal Credit Union account. Currently, the restricted funds are co-mingled in our general operating account. We need to convert the Visions account to a checking account to hold the Restricted Funds as follows: the Main library in Montrose, and the 3 branches: Forest City, Hallstead, and Susquehanna. This will not include

the Historical Society, which already has a separate checking account. We need to know what will be classified as restricted money and know the exact amount when starting this. We will start a tracking sheet for each branch.

Rob Vermette made a motion as follows: convert the current account at Visions Federal Credit Union to a checking account at Visions Federal Credit Union which will hold the restricted funds for the main library in Montrose and the 3 branch libraries, i.e. Forest City, Hallstead, and Susquehanna. The motion was seconded by: Dawn Augenti. Those in favor: All. Opposed: None.

Kris Ely indicated that one of the allowed signatories will need to go to Visions Federal Credit Union to learn the checking account # and sign any necessary documents. Kris needs to be able to obtain deposit slips and checks for this account. Rob stated that he can go to Visions on Wed. 8/21/24 to make these changes.

Blueberry Festival-Steve Spero

Wrap up meeting will be September 4, 2024

Property Notes: Steve notes that we need to establish a good Facilities Committee. He encouraged all of the Board members to read Kris Ely's plea in her monthly report about the need for experienced people to assist on building maintenance issues.

Noted that the floor tiles in main library are still a problem as there is a crack down the center of building at the main library. This has been this way since it was built in 2017.

Steve announced that the Forest City Grand Re-opening is August 24, 2024 from 10:00 AM–Noon. All Board members are invited to attend. The actual ribbon cutting ceremony is planned for 10:15 AM. This is to be done by the outgoing librarian Lauren Canfield, and the new librarian, Katherine Cruse.

Strategic Planning- Robert Vermette

See Attachment B

The community meetings at 3 locations have been completed: Hallstead/Great Bend, Susquehanna, and the Historical Society.

The Forest City Branch meeting will be Aug.20, 2024. Fred Cicilioni and Jim O'Pecko will handle that meeting.

The meeting at the main library on High School Road in Montrose is Friday Aug. 23, 2024 with Rob Vermette.

Rob noted that we have received a lot of information. After all meetings are complete and the comments and goals discussed, an updated 5 year plan will be made.

Lottery Picnic: Kathy Matis

Lottery picnic is September 21, 2024 at the Green Gables Pavilion in New Milford, PA from 12:00-3:00 PM.

So far, our lottery ticket sales are down from last year. Members are encouraged to make every effort to contact their friends and sell as many tickets as possible. A discussion was held regarding trying to increase the interest in the Lottery. Some ideas included changing the date for future events to early October or making 4 lotteries per year with a lower ticket price for each one. Others suggested adding Bingo to the event or contacting the Silver Lake Firemen to see how they generate the sales for one of their popular fund raisers.

Tall Pines Farm-Stoves and Fireplaces is sponsoring the food once again for this year's Lottery Picnic. Steve noted that we are very grateful to George Connor (former Board member) for his continued generosity to the SCHSFLA.

Motion was made to end regular Board meeting and go into Executive session at 5:00 pm.

Motion to adjourn: Time 5:00pm All in Favor: Yes 1. William Squier
Oppose: No 2. Kathy Matis

Respectfully Submitted,



Joann Reimel, Recording Secretary

Attachment A

FINANCE COMMITTEE NOTES- AUGUST 2024

The finance committee met on August 15. All members were in attendance plus Kris Ely and Steve Spero.

Highlights from July financial statements: total YTD income \$709,202; total YTD expenses \$662,232; net YTD income \$46,970; total assets as of 7/31/24 \$1,510,878; total endowments as of 7/31/24 \$1,179,510.

The finance committee reviewed the January-July YTD financial statements. There are a number of modifications needed to better organize the income and expense categories. It is desired that the monthly/YTD P&L statements mirror the strategic plan forecast structure. Lorraine Chidester and Rob Vermette will work with Sherry at T&S and Rita to accomplish these changes. We still need to incorporate the annual budget into the financial statements for ongoing comparisons.

The county auditors are continuing to review our books per the Commissioners. We will continue to do monthly internal reviews as well.

More information was requested by the county auditors, and we will respond in a timely manner, including our credit card register, the breakdown between restricted and unrestricted funds, and the Gusto payroll details on withholdings, plus some bank statements.

Other items discussed:

- 1) The non-payment of lottery tax withholdings is an ongoing issue. No change in the situation as of mid-July. We will ask our annual auditor, Owens & Co. to submit the necessary abatement forms to the IRS. Once that has been handled and any relief from the IRS has been received, any remaining penalties/Interest that we have paid and not been reimbursed for will be handled between our lawyer and Peretore.
- 2) We will make a motion at the next Board meeting to convert the Visions checking account into a holding account for any restricted funds, excluding the Historical Society, which already has a separate checking account from the primary operating account.
- 3) A meeting to review the Blueberry Festival's operations and finances will be held on September 4 at 6 pm in the Montrose library.

Submitted by Rob Vermette, Treasurer

Attachment B

STRATEGIC PLANING COMMITTEE MEETING NOTES- 8/14/24

Attendees- Rob Vermette, Steve Spero, Kris Ely, Fred Cicilioni, Jim O'Pecko, Kathy Matis, Cathy Harter

- 1) The steps to gather ideas about the future activities and strategic goals for the Association are ongoing with three public meetings completed and two more scheduled this month: Forest City on 8/20 and Montrose on 8/23.
- 2) The questionnaires for the public that are available at each branch for patrons have been collected and online questionnaires have been collated into a file. All of this information has been entered into a spreadsheet along with past ideas from the previous plan. The suggestions have been subdivided into five categories: Personnel, Operations, Programs, Financing, and Awareness. The Committee reviewed the available information,
- 3) There are no bad ideas. All meetings are intended to gain as many suggestions as possible, and the committee will evaluate them once the collection period (target end of August) is completed.