

Minutes of the SCHSFLA Board of Trustees Meeting on June 17th

The meeting was held at the Main Library in Montrose, PA

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

Board Members in attendance: Steve Spero, Rob Vermette, Lorraine Chidester, Cathy Harter, Peg Miller, Joann Reimel, Vickie Calby, Eileen Baessler, Jim O’Pecko, Kathy Matis, Craig Benson.

Staff Present: Kris Ely, Administrator/Librarian, Rita Cooley, staff.

Excused Absent: William Squier

Absent: Angie Zick

Zoom: Fred Cicilioni, Dawn Augenti.

Steve welcomed guests.

Request for Approval of Minutes From May 20, 2024 Meeting:

All in Favor-All	1. Jim O’Pecko
Opposed- None	2. Cathy Harter

Approval of written reports: All in favor-All 1. Jim O’Pecko
Opposed- None 2. Peg Miller

Report from the Montrose Library- (Kris Ely)

Kris spoke of the summer reading program which uses the Bean Stack platform. This year’s theme is “Adventure Begins at the Library”.

Kris explained that the children need to sign up in Bean Stack on how many minutes they read each week. This will be recorded and used to compete for prizes. The prizes are camp themed items. There will be a chance to win a prize such as a gift card to the Ross Park Zoo or a trip to the Aquarium in Scranton.

-New Hire has started at the Montrose Desk (Savanna Berg). She is replacing Julia who has left to enjoy her summer prior to attending college in the fall.

-Andrea Shoemaker is spending part of her working hours at the Hallstead Branch.

- Donna Horn is out assisting her family, as she has a new grandchild.

- Mary Beth Mann is handling the “on the road” outreach by herself during this time period.

- Kris has contacted our HVAC service company, Petkovsky, and has renegotiated our service contract from 4 times a year down to 2 times a year as a cost cutting measure. She will obtain a copy of the contract for the file.

Moving July 15Th board meeting to July 22nd.

Approval of changing date: All in favor-All 1. Rob Vermette

Opposed- None 2. Joann Reimel

This change is due to Kris Ely will be out of town the week of the 15th of July and the meeting location, The Historical Society, is not as easily accessed for connection via Zoom. Additionally, the positioning of the July 4th holiday will make it difficult to get June's financial reports completed in time for the July 15th meeting.

The motion to change the meeting date to July 22nd carried. Kris Ely and Heather Lord will need to notify the Fb pages and websites of this change. Also, a reminder must be sent out to the public on the morning of the original meeting date (July 15th).

Finance: (Rob Vermette)

See attachment A for Finance Committee Notes from June 2024.

We received a check for \$122,000 from the commissioners last week.

FC Expansion: More fundraising needs done

Kris would like a soft opening on Tuesday, June 25th.

Then would like a grand Reopening after the whole library is set to go.

BY laws & policy: Jim O'Pecko

The committee is recommending the following:

Amendment to section titled "Separation of Employment:"

"Notwithstanding other language in this policy, upon resignation, the Association will pay the resigning employee for the prorated share of unused vacation hours and personal time. For example, if an employee is entitled to 60 hours at the start of the year, uses 10 hours, and resigns effective June 30, the employee will be paid for 20 hours.

Notwithstanding other language in this policy, a departing employee will not be paid for unused, accrued sick time."

Note: this proposal was shared with all employees who were asked to communicate concerns to Kris by the June 13th Finance Committee meeting. No employee suggested any changes.

A motion was requested by President Spero as outlined above.

Approval of new Policy: All in favor-All 1. Kathy Matis

Opposed- None 2. Vickie Calby

The motion carried, and a copy of the amendment will be given to each employee and he or she will be asked to sign a declaration that they have received it.

The By-Laws/Policy Committee also recommended moving forward to replace Brian Lione who resigned from the board in April. This would keep our number of trustees at 16. President Spero noted that the law requiring library boards to be limited to 9 members applies to libraries that were established after 1961.

All Board members should think of possible candidates for board positions. We would like to cast a wide net. Several suggestions of types of candidates were mentioned including attorneys, persons with finance backgrounds, persons with a working knowledge of libraries, and persons with grant writing skills. Because we are trying to replace a Board member who had been a representative of the Historical Society, it was also noted that introducing the idea of our search to the Friends of the Historical Society Group would be wise.

Fundraising (Peg Miller)

June 20th would be the birthday of our former Administrative Librarian Sue Stone. To commemorate this date and help bring interest to the library and the importance of reading, we have established a "Get Out and Read Day" to be celebrated on June 20th, 2024. Peg Miller attended the meeting of the Susquehanna County Commissioners on Wednesday June 12th. At this meeting, a proclamation was read by the County Commissioner Alan Hall to commemorate this day. To raise interest in the Get Out and Read Day, each branch library will have free tote bags and bucket hats to give out which feature the new logo. There will be photos of the presentation of the Proclamation and the reading of it. There will be press releases to notify the public of this date.

Kathy Matis announced that she has been promoting reading at functions held in Susquehanna. Their "Rockin By the River" events are well attended and Kathy has instituted a Book Exchange at these events. Participants are encouraged to bring a book they have enjoyed and exchange it for one that has been brought by another concert attendee. The response has been very favorable.

The July 3rd 2024 event titled An Afternoon of Appreciation is all set. This will be held at the Historical Society Building and is by invitation only. It is to thank our generous donors. Beautifully addressed invitation cards have been sent to donors. Time is 3-5 with light refreshments. There will be name tags for everyone. All board members are encouraged to attend. It is a perfect time to meet the donors and to thank them for their support.

There will be tours of the Historical Society.

Blueberry Festival, (Steve Spero)

Steve Spero reported that the recent meeting of the BBF Committee was well-attended. There were about 30 people there including all of the individual booth chairpersons, the coordinators, and key staff. Many of them were recorded by TV station WNEP shouting "Good Morning, Pennsylvania" into the camera for a promotion that will appear each day of the week of the Festival. So far, \$16,000 has been raised in donations from corporate and service clubs. This year a new event, a 5K race and a fun run will be added. Kris Ely outlined some details of that event. She discussed the ideas of prizes that she and Will Squier have been working on. It was suggested that flyers could be put in some of the store windows in Montrose and the surrounding area to promote the Festival and the 5K race and fun run.

Other additions this year will include a booth that will sell meatball subs and a baking contest.

Strategic planning: (Rob Vermette)

See attachment B for Strategic Planning Committee Notes 6/5/2024.

Additional discussion during the June 17 Board meeting:

- The committee would like all board members to list 3-4 goals they would like to see accomplished over the next 5 years. These should be presented at the next meeting.
- Lorraine Chidester suggested possibly also contacting the county schools on the Plan. Rob noted that some of the County schools do not have a librarian in their system.

Personnel Committee: (Jim O'Pecko)

The Personnel committee met on June 11th and finalized its recommendations for the Administrative Librarian's performance review for 2023. Steve Spero and Jim O'Pecko will present the report to Kris Ely within the next week or two. A copy will be put into Kris's personnel file. The review will be made available to the board members to read at the library upon their request.

Board Development: (Steve Spero)

Steve will schedule a meeting of this committee to make recommendations in the event of any unexpired terms that may arise this year. Currently we have the one position to fill as discussed earlier. If any additional unexpired terms need to be filled, the nominations should be made for the board's October meeting so the nominations can be put before the membership in November.

Property Notes: (Steve Spero)

The "Notice of Termination" paperwork has been reviewed and approved by the Susquehanna County Conservation District regarding the completion of the project and occupancy of the building and grounds of the Main branch on High School Road in Montrose. This has been 7 years in processing.

Historical Society: Steve outlined possible scenarios of the work to be done on the front steps of the building. The Historical Society is about to put this job out to bid. This will not be started until after the BBF is over. The PA Bluestone Association has agreed to donate the bluestone for the project. It appears that when this stair replacement process begins, the front entrance of the museum may have to be closed for a period of two months. During this time, the stairs and elevator on the Maple St. side of the building will be used.

Updates on Forest City Expansion: (Kris Ely)

- Some shelves already in and books are being placed on them.
- Brian Welch, maintenance worker, and Rita Cooley will be going to the Forest City and putting up more shelves on Tuesday, June 18th.
- Hope to have all books on shelves by Saturday, June 22nd. Then see where we stand on the organizing the rest of the library.

- Hope to open Adult side June 25th.
- We will need to weed / clean out old books

NOTE: Lauren Canfield, the current Forest City Branch manager, has requested to transfer to the Hallstead Branch as the manager. This transfer will take place after the following criteria have been completed: Lauren will need to oversee the completion of the expansion project, finish Summer Reading Program, and will need to remain at the FC location to train her replacement.

New Business:

Kris will be requesting additional funds for a bonus for Val Burdick who has been working as the assistant librarian in the Hallstead/Great Bend branch. Val has worked additional hours to keep the branch up and running while waiting for a replacement for a Branch manager assume the duties there. Shirley will do the Summer Reading Program. Val will stay on in her position at the H/GB Branch after the new Branch Manager is in place.

Historical Society has a 3rd weekend event planned for the 19th and 20th of July. It will be a textile exhibit featuring military uniforms and memorabilia. Bonnie will keep the exhibit on display for the July 22nd board meeting.

Bonnie is doing excellent job in promoting the Historical Society. The CAP Assessment has been a tremendous learning tool and was very helpful in moving the Association forward.

Bee update: Bees are being worked on. The bee keeper has been notified. This has been a recurring issue over the years. It will be taken care of after the Blueberry Festival.

Motion to adjourn: Time 5:10pm All in Favor: Yes 1. Peg Miller
Oppose: None 2. Kathy Matis

Respectfully Submitted,

Joann Reimel



Recording Secretary

Attachment A

FINANCE COMMITTEE NOTES-JUNE 2024

The finance committee met on June 13. All members were in attendance plus Kris Ely and Steve Spero.

Highlights from May financial statements: total YTD income \$545,945; total YTD expenses \$477,502; net YTD income \$68,443; total assets as of 5/31/24 \$1,499,481; total endowments as of 5/31/24 \$1,152,479.

The finance committee reviewed the May and 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. This needs to be entered into Quick Books.

The Association's bank accounts have been reviewed by the county auditors for the first four months of 2024. They have submitted a list of questions to the county Commissioners that was then sent to the Association for our response. Some of the queries require input from our external accountant at T&S and we are working on setting up a meeting with her. In the meantime, we have responded to the Commissioners' request for comment and will set up a meeting with them once our replies are complete. The Finance Committee is also making monthly reconciliations as directed by the county auditors. No major discrepancies have been seen through March's internal reconciliation.

Other items discussed:

- 1) The People's checking account has been converted into a money market account versus the normal checking to gain additional income. The Association's primary operating account will now earn 3% interest on daily balances, payable quarterly. This interest rate is variable with market influences. The Historical Society checking

account at NBT has also been converted to a similar account. It will earn 3.05% on daily balances, payable monthly if the balance remains between \$100,000 and \$250,000. There is a limit of six checks per month which has not been an issue to date.

- 2) The non-payment of lottery tax withholdings is an ongoing issue. We have paid both the 2022 and 2023 taxes due plus penalties and interest from 2022. Peretore, the accountant during that time period offered to pay half of the interest, but this has not been accepted. We have applied for a first-time waiver of the 2023 penalties / interest and are waiting for a reply from the IRS. Our lawyer has been contacted about the matter. A separate bill was received from the IRS for \$280 for additional interest which we are refuting at this time.
- 3) The Forest City expansion project has spent about \$24,000 so far. Some remaining items include new furniture. Budgeted funds were \$20,000 from donations, and it is expected that the entire projects costs will eventually be covered by donations.
- 4) The final payroll payment to Angie Hall has been prepared based on the policies in effect at the time of her resignation. She will get her final check on Thursday. A letter was sent to her to explain.
- 5) The Association Directors and Officers insurance has been renewed for another year at a cost of just over \$1,000.
- 6) We have reached an agreement with Zach Morahan, our attorney, for future services rendered at a rate of \$250 per hour.

Submitted by Rob Vermette, Treasurer

Attachment B

STRATEGIC PLANING COMMITTEE MEETING NOTES- 6/5/24

Attendees- Rob Vermette, Steve Spero, Kris Ely, Fred Cicilioni, Jim O'Pecko

- 1) The SWOT (strengths, weaknesses, opportunities and threats) analysis of the entire Association has been completed. Many thanks to all the staff members who contributed to this effort. The results of this analysis will help prioritize goals that will be incorporated into the final 5-yr plan.
- 2) The next steps are to gather ideas about the future activities and strategic goals for the Association.
- 3) We have developed questionnaires for the public that will be available at each branch for patrons to fill out and an online version through the Association website.
- 4) We will conduct interviews with all Association employees to gain insights and ideas for future activities of the organization, and for processes and activities where changes and/or additions may improve operations and services. These interviews should be done to minimize employee diversions from their duties. Timing is by the end of July.
- 5) We will hold meetings at each branch including members of the communities (6-10 people) to gain insights on what services the Association should be providing in the future. As part of this effort, a few non-patrons should be included.
- 6) If feasible, we will solicit input from the county commissioners as part of the process.
- 7) 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 July) is completed.
- 8) Kathy Harter and Kathy Matis have agreed to join the Strategic Planning committee. This will help provide coverage of the Hallstead and Susquehanna branches during the plan generation.