

Susquehanna County Historical Society and Free Library Association
Board of Trustees meeting on December 20, 2021.

Present: Jeff Burkett, Rick Ainey, Joni Kaiser, Kathryn Matis, Eileen Baessler, Ann Reed, Stephen Spero, Cathy Harter, Carol Carpenter, Jim O'Pecko, Chris Caterson, George Conner, Vickie Calby, Joann Reimel, Craig Benson, Fred Cicilone

Absent:

Guest: Angie Hall

Call to Order: Jeff called the meeting to order at 4:15 PM

This meeting was held by Zoom.

Approval of the minutes from October meeting:

1. The minutes of the November 2021 meeting were approved.

Administrator/Librarian report: Joni Kaiser

1. As of 12/16/2021, \$24,250 has come in from Support Drive donors. Ardith Stepniak has again helped multiple times/week to record donations and address thank you envelopes. The Fall Pottery Sale netted the Association \$2,463.76 after the potters were paid, credit/debit card fees were subtracted and sales tax was calculated. Thanks to Sharon Norville for her extensive help again for this fundraiser.
2. We are planning to seek at least one additional bid for the annual audit and tax return. We are looking to contact any CPA's that do non-profit accounting. If anyone has any contact ideas, please let me know.
3. Please save the dates: Friday, August 5th and Saturday August 6th, 2022. The BBF Committee continues to meet regularly and members are following up with specific individuals and groups. Thanks to Chris Caterson for agreeing to chair the food booths/events. Steve, Rick and Ann are making contact with additional people and groups. Specific contacts/procedures will be completed before year-end with the County and advertising venues. Shannon is keeping everyone organized and working on a Frequently Asked Questions document for the Association staff to use with patrons at all locations.
4. As you are aware, we have had some staff and community response on the board-adopted vaccination policy. Stacy Wilson did an article in the Independent on 12/1/2021.

Finance Committee Report:

1. The finance met the Wednesday before the regular board meeting.
2. The pay raise given last year has cost the library \$5,332 annually.
3. Janney account has gained ytd \$99,891, for a 7.9% annual return.
4. Only scheduled hours were worked during the last payroll. This is the first time that this has happened recently.
5. The budget represents a 3% raise for everyone.
6. Janney and the Community Foundation will start annual withdrawals in 2022. Three percent from Janney will be \$42,050 and 6.5% from the Community Foundation (on the first \$750K) will be \$48,750.
7. The Mitchell estate will be administered by the library. The administrator will be Joni.
8. The board has approved the library administrator taking money out of Janney account as needed.
9. Joni has submitted a budget for 2022. There will be line items for the branches in the 2022 budget.
10. 20% of the Stone Endowment needs to go to the Historical Society.
11. The budget for 2022 was passed.

Personnel Committee:

1. Schedule Personnel meeting the second Wednesday of January, 2022.
2. Joni's annual review is due.
3. Chain of command review.
4. Positions have changed this past year and need to be updated.
5. Angie has a question on holiday schedule that needs to be reviewed.
6. If any retroactive pay is required due to the new holiday policy it will be paid.

Community Foundation: Rick Ainey

1. The committee is currently on wait mode until the support drive is completed.
2. There will be a second challenge to work on in 2022 to raise another \$250K.

Board Development: Jeff Burkett

1. The nominating committee has proposed that the four officers from the previous year retain their positions.
2. In January, we will vote in the officers. Note that the county commissioners have not yet appointed the county representatives.
3. By-laws state that board members have four two-year terms for a total of eight years. At the end of the eight years, if there are no new applicants, then a board members term can be extended.

4. By-laws need to be reviewed.

Programs: Jeff Burkett for Howard Burkett.

1. Book with a movie and popcorn, gift cards were handed out and the event ended in November.
2. Finished 12th walk by Scrabble Game.
3. Penn State Extension cooking class.
4. Who wears the ugliest sweater contest.
5. Libby and Overdrive presentation.
6. Penn State Extension class on garden photography.

Historical Society Committee Report:

1. Membership mailers were sent out.
2. Two sessions of the genealogical sessions were successful.
3. The society received a memorial gift of \$10K (anonymous).
4. The phones still need to be installed and the security system is not functioning properly.

Property Committee: George Conner

1. There were two trees cut down at the Montrose Library.

Fund Raising: Ann Reed

1. There was a fund-raising report sent out to the board members.
2. Book donations are becoming unwieldy due to a lack of space.
3. The library needs to stop accepting donations for a time.

Public Comments:

1. There were no public comments.

Policy Committee: Jeff Burkett

1. Two meetings previous, we voted on a vaccination policy, but then decided to have a lawyer review it. The policy example was sent by Michele Legate.
2. The policy was put in abeyance until the December meeting.
3. There are currently three (3) employees that have not been vaccinated. No one has been terminated as of this date.
4. This policy will be held in abeyance for another month.

The next meeting will January 17th, 2022, at 4:00 PM. The meeting will be held by Zoom.

Meeting Adjourned at 5:25 PM.

A handwritten signature in cursive script that reads "James A. O'Pecko". The signature is written in a dark ink and is positioned below the text "Meeting Adjourned at 5:25 PM.".

James A. O'Pecko - Recording Secretary