

Board of Trustees meeting on December 22, 2022

Present: Kris Ely, Stephen Spero, Fred Cicilioni, Jeff Burkett, Cathy Harter, Brian Lioni, Jim O'Pecko, Joann Reimel, Eileen Baessler, George Conner, Jason Miller, Ann Reed. Vicky Calby, Dawn Augenti, Chris Caterson, Kathy Matis

Absent: Craig Benson

Call to Order: Jeff Burkett called the meeting to order at 4:00 PM  
This meeting was held at the Montrose Library.

Approval of the minutes from the November meeting:

1. The minutes of the November 2022 meeting were approved.

Administrator Report: Kris Ely

1. Alan Hall delivered the last check from the county.
2. Kris is still looking for a replacement for Betty Smith.
3. The board by-laws need to be reviewed.
4. The county appointed board members should report to the commissioners about board meetings.
5. The board needs to review the working relationship with the county commissioners.

Finance Committee: Kathy Matis

1. All board members will be getting a copy of the financial report. This will start in January of 2023.
2. We were able to close out the year without accessing any additional funds from the endowments.
3. The lottery needs to be revamped to take into account the return of the BBF and the end of the library auction.
4. The membership drive has been successful.
5. Staff raises and salaries were discussed during the finance meeting.
6. Another point of discussion was about the expansion of the Forest City Library.

Budget Review: Kris Ely

1. Kris presented a completed budget for review.
2. The budget increase over last year is primarily based on salary increases.

3. Increases in funding come from the state, county and Sue Stone endowment. The funding increase should cover the salary increases.
4. Full-time positions will return to 35 hours per week, or 32 or greater. This could increase the budget by approximately \$36K.
5. Including salary increases, the budget should increase by \$60K.
6. The motion to approve the budget was passed.
7. Kris will discuss the salary increases at the weekly staff meeting.

Personnel Committee: Jim O'Pecko

1. The strategic plan needs to be reviewed prior to, or during Kris's annual review. The strategic plan should be reviewed early in 2023.
2. Betty Smith's replacement search is still underway.
3. Plans to honor Betty are in progress, probably in the spring.
4. Betty's last day is December 31, 2022.

Policy Committee: Jeff Burkett

1. The by-laws should be updated every five years.
2. Review the strategic plan.
3. There needs to be a policy for interaction between the association and historical society accounts.
4. Journal costs should be paid out of the Historical Society account.

Community Foundation: Steve Spero

1. The board approved \$31K from the Mitchell estate to be used as matching funds for the endowment. This amount may need to be reduced to \$20K due to uncertainties.
2. The foundation fund is now short \$13K to meet the \$500K match.

Board Development: Jeff Burkhart

1. The officers for 2023 will be Steve Spero (president), Vicky Calby (vice president), Kathy Matis (treasurer) and Jim O'Pecko (recording secretary).

Public Relations: Jeff Burkhart

1. No update

Historical Society Committee Report: Brian Lioni

1. Betty sent out her final report.
2. The CAPP assessment is ongoing. A collection assessor and a building assessor will be required.
3. Assessment should be done in June or July.

4. Window requests for quotes have been sent out to two other people. There has been another \$10K grant for this project.

Property: George Conner

1. A local landscaper wants to upgrade the Monument Street building as a donation.

Fundraising: Steve Spero

1. 23% of the budget is from fundraising.
2. The board needs to revamp the approach to the lottery

Meeting Adjourned at 5:30 PM. The board meeting for January is scheduled for the Montrose Library, January 17<sup>th</sup> at 4:00 PM.

A handwritten signature in cursive script that reads "James A. O'Pecko".

James A. O'Pecko - Recording Secretary