

Board of Trustees meeting on January 17, 2023

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

Absent: Kathy Matis

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

Approve leadership for 2023:

Steve Spero – President

Vick Calby – Vice President

Motion made and approved.

The minutes of the December 2022 meeting were approved.

Board members should fill out conflict of interest form.

The committee sign-up sheet was passed around for board sign up.

Karen Braker-Reed, Children's Librarian/Library Assistant gave a presentation to the board. Karen stated that she could use more assistance with the children's programs. Dawn Augenti mentioned that the Montrose Key Club could be of assistance.

Steve mentioned that Kris Ely submitted the administrator's report in an email to the board. It was suggested that the board accept the report rather than having Kris repeat herself at the monthly meeting.

There are new computers that need to be provided to the branches. These computers were purchased to meet the needs of Windows 11 and don't need to be activated yet but will still be provided as requested by the county commissioners.

Kris is starting an annual employee performance appraisal.

Going back to written reports, there was a discussion about accepting them and should there be a consensus for acceptance.

The change of full-time hours from 31.5 hrs/week to 35 hrs/week was generally accepted.

Bonnie Yuscavage has been appointed curator of the Historical Society. The society is still looking for a genealogist. There was discussion relating to the fees charged for genealogy research.

Kathy Matis submitted her financial report. Kathy said that the board should determine a direction for the lottery going forward. Last year's finances ended the year in pretty good shape.

Brian Lione wants to determine if the Historical Society has \$60K in an account for window rehabilitation. He feels that the financial report does not support this amount. Kris wants to do a forensic audit on the Historical Society accounts.

Kris wants to put dedicated funds into a restricted account for tracking purposes. Brian stated that when seeking grants for the window project, there may be a matching cash requirement.

The county commissioners have questions in the budget about insurance costs, losses on investments and reports on investment for the Community Foundation.

Angie Zick was welcomed as a new board member going into 2023.

The board needs to review the Forest City Branch lease regarding the addition of the Senior Center location to the library. Should the board accept the lease as presented or split the lease into two parts, one for the current branch and one for the new addition. One of the questions is the length of the lease, should it be five years or ten years. It was decided to have the library's lawyer review the lease prior to accepting any lease.

The board will review if we should continue to charge rent for the community room. Also, the library will review whether we should remove book fines for late books. These issues should be sent to the committee for review.

We should develop a list of policies controlled by the board and a list of policies controlled by the administrator. The policy committee should review these issues. Policies that impact on the budget should refer back to the board.

The strategic plan needs to be reviewed.

Fund raising accounts for 23% of the library budget. The fund-raising committee should look at revamping the lottery. The lottery should not be too close to the BBF.

A motion was made to provide a list of trustees to sign all checks, this list was provided and the motion passed.

The meeting adjourned at 5:26. The next meeting will be February 21st, 2023 at the Historical Society at 4:00 PM.

A handwritten signature in cursive script that reads "James A. O'Pecko". The signature is written in dark ink and is positioned above the printed name.

James A. O'Pecko - Recording Secretary