

Minutes of the SCHSFLA Board of Trustees Meeting on April 15, 2024

The meeting was held at the Susquehanna Branch Library

Call to Order: Steve Spero called the meeting to order at 4:00 pm and welcomed guests to the meeting.

Board Members Present: Steve Spero, Rob Vermette, Joann Reimel, Eileen Baessler, Jim O’Pecko, Peg Miller, Will Squier, Lorraine Chidester, Fred Cicilione, Kathy Matis, Cathy Harter, Brian Lione, Angela Zick, Craig Benson

Zoom: Dawn Augenti, Vickie Calby

Absent: None

Staff Present: Kris Ely, (Administrator/Librarian), Rita Cooley, Laura Nichols

Request by Steve Spero for motion for approval of March 18th 2024 minutes-

1st. William Squier 2nd. Kathy Matis. The minutes were approved as amended.

All in favor: All. Opposed: None

Approval of written Reports: All in Favor- All	1 st . Jim O’Pecko
Opposed- None	2 nd . Rob Vermette

A discussion was held regarding the fact that some Board members are not receiving all of the emails that are sent out from Administrative Assistant Rita Cooley. This includes monthly Meeting Minutes and the completed Board Reports. Kris Ely will have Heather Lord check into this matter.

Kris Ely asked if any Board members would be willing to assist in sending out personalized Thank You Notes to patrons and donors who give larger donations to the Association. Blank notecards designed with a blueberry motif w/ envelopes were handed out to the following: Eileen Baessler, Jim O’Pecko, Joann Reimel, and Cathy Harter. Both Dawn Augenti and Vickie Calby will also help with this project once they receive the note cards.

Susquehanna Librarian- Laura Nichols

She spoke about circulation numbers for 2023. Use of DVDs (Audio) increased some for 2023 as did that of books. Circulation of ILL (inter-library loan) items stayed the same. There has been a change in the method of distribution of the ILL items from Scranton; however, thanks to the help of the Outreach Department and Brian Welch (maintenance worker from the main library) the Susquehanna Branch is still able to receive their ILL items on time. Memorials given in the name of Nancy Boughton have accumulated \$2000.00 in revenue. Nancy had been a long-time and very supportive patron of the Susquehanna Branch. The memorials will be used for the purchase of equipment and furniture for that branch. Laura also reported that artist June Lambertson’s canvases are selling well.

For the Solar Eclipse event on April 8th, the Susquehanna Branch purchased 500 pairs of special eclipse viewing glasses. This was made possible via a grant. They distributed them to all branches, and all of the branches did some type of program for that day. The glasses were made available to the public at no charge. The Susquehanna Branch incorporated theirs in programs for their STEM participants.

Other programs include Winter Story Time and Babies to Toddlers. Attendance at the latter has continued to grow. The past session has included 29 children and 22 adults.

For Summer Quest this year, Laura reported they will have the Fire Department come and give a program for the children. It is Smokey the Bear’s 80th Birthday.

The Story Walk, which is an outdoor program, is still going strong. Laura has put up a new story and they are sharing all of their previous stories with the other branches.

Finance: Rob Vermette

March statements: Income: \$11,713. Expenses: \$71,765. Net income: -\$60,051.

As of 03/31/24: Total assets: \$1,596,836; Total endowments: \$1,155,134.

The committee is working on some issues with the formatting of reports.

The County Auditors have done two months' audits with no problems noted.

The Finance policies are being reviewed and will require a few minor changes.

Consideration is being given to putting a portion of the money from the Operating Account into a Money Market with a 3-month CD.

The only local bank willing to extend this offer is People's Security. This would generate interest at 3%.

Historical Society:

We had received 3 bids for Mini-splits. These units will serve three purposes: heating, cooling, and dehumidifying. Monitoring the humidity of the rooms was emphasized as part of the CAP assessment. This is necessary to help in the preservation of the items in the museum. The units have filters which will need to be cleaned annually. They can be washed and reused.

The Board accepted the lowest bid (\$11,834) from Paul Augenti Plumbing & Heating. (Dawn Augenti abstained from vote).

All in Favor: All 1. Brian Lione

Opposed: None 2. Peg Miller

Note: George Connor has given a \$10,000.00 donation to be used for Mini-splits.

Property: Steve Spero

As discussed in prior meetings: The SCCD (Susquehanna County Conservation District) has requested the filing of the completed form titled "Notice of Termination" regarding the main library on High School Road in Montrose. Although the building and landscaping was completed in 2017, the final paperwork and "as-built drawings" were never filed with the SCCD. President Spero reported that he has signed a contract with JHA Companies Engineering & Surveying Services in Montrose for an estimated \$3600 to conduct the surveys and complete the paperwork. The work is expected to be completed very soon.

Policies: Brian Lione

The Policy and By-Laws Committee met on April 3rd to discuss the Personnel policy. This policy will consist of one document with appendices. It is hoped the revisions will be completed in May. The Personnel Committee will need to review the changes prior to it being posted for Board and community review.

The Policy and By-Laws Committee plans to start updating the By-Laws in May 2024. This will allow all changes to be made and reviewed prior to a vote (if needed) at the Annual Meeting in November.

Brian Lione did make a motion that we approve the updated Patron of Conduct Policy as it has been posted online.

Approval of Patron Code of Conduct Policy: All in Favor- All 1. Brian Lione
Opposed: None 2. William Squier

Fundraising: Peg Miller

Kris Ely and Peg Miller attended a Grant Writing Workshop in Bradford County on 03/29/24 sponsored by the Northern Tier Planning Commission. Peg reported that the Workshop was very beneficial. Grants need to be specific to the project. Keystone Mini-grants are available for such things as historic preservation, signage, building rehabilitation projects, etc. These grants require matching funds. Discussion was held regarding whether or not such a grant could assist in expenses involved in moving and repurposing the chestnut shelving units currently housed in the Historical Society building. The intent is to use these in the Forest City Branch Library. Steve cautioned that some of these grants require payment of the labor to be at the rate of the prevailing wage. Eileen Baessler asked for the definition of the "building envelope" which is used in describing some aspects of upgrades to the Historical Society building. Brian explained: this encompasses all of the wood on the exterior of the building, i.e. anything that keeps water from getting into the building. Peg Miller also mentioned other grants known as ARC. These can be used in Strategic Planning.

Public Outreach: Peg Miller

There will be Mini-Golf at the Susquehanna Branch in June. This will be held in conjunction with the annual Hometown Days Celebration. The Main library is hoping to purchase some new furniture for the teen/young adult section of the library. Post cards promoting the BBF will be mailed out soon.

Lottery tickets will be going out soon. Kathy Matis will be giving those out at the Summer Concert Series held in Susquehanna. Spring Pottery Sale cards going out by April 22, 2024. The Pottery Sale will be held at the VFW on Rt. 706 in Montrose on Saturday May 11th.

Peg reminded all of the Board members to notify her of opportunities where Lottery tickets can be sold.

Strategic Planning: Rob Vermette

1st meeting was held in early April. The purpose is to set up a structure to deliver a new Five-Year Strategic Plan by Dec. 31, 2024. The plan will cover 2025-2029.

1st item to complete is the SWOT analysis. This is to assess the Strengths, Weaknesses, Opportunities, and Threats to our SCHS&FLA. It helps with goal setting and helps to prioritize the steps in creating the Plan. Rob asked that all Board members send their thoughts to his attention by the 1st week in May so they can be reviewed at the next meeting.

2nd item is to talk with all employees and find out what needs they see for the future.

3rd is to get public surveys – what do they want to see happening in the library during the next five years.

The committee hopes to have all of this completed by the end of June. The next step is an Action plan, the creation of an information packet, and then a Five Year Financial Forecast to accomplish the goals.

Property: Stairs at Outside Entrance to the Historical Society Building- Steve Spero

Steve reported that the Pennsylvania Bluestone Association has agreed to donate the bluestone treads that are needed to rebuild the stairs at the entrance to the Historical Society building on Monument Street. The estimated value of the stone is between \$5600 to \$7000. Steve noted that the PA Bluestone Association has supported the Blueberry Festival for years. In exchange for this very generous gift, the Bluestone Association would like to use our Community Room for free for its meetings, and would like to have a plaque on display to denote the names of their directors. Our SCHS&FLA is extremely grateful for the support of this association. Butch Coleman is the Bluestone engraver who engraved the sign at the entrance to the main library.

New Business:

Brian Lione noted that it would be beneficial for the Board members to have access to a folder on Google Drive where they can obtain information intended solely for their use.

Kathy Matis would like to see our programs currently labeled STEM changed to STEAM – to signify inclusion of the Arts in addition to Science, Technology, Engineering, and Math.

Motion to adjourn regular board meeting at 4:56 pm

1. Brian Lione
2. Craig Benson

The Board held an Executive session immediately following this meeting.

Respectfully submitted,

Joann Reimel



Recording Secretary