

## Minutes of the SCHSFLA Board of Trustees Meeting on March 18, 2024 Minutes

The meeting was held in Forest City, PA in the 2<sup>nd</sup> floor room above the library.

**Call to Order:** Steve Spero called the meeting to order at 4:02 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

**Zoom:** Dawn Augenti, Kathy Matis, Cathy Harter, Vickie Calby, Brian Lione, Angela Zick

**Absent:** Craig Benson

**Staff Present:** Kris Ely, (Administrator/Librarian), Rita Cooley, Heather Lord

**Request by Steve Spero for motion for approval of February 20<sup>th</sup> 2024 minutes-**

1<sup>st</sup>. Jim O’Pecko 2<sup>nd</sup>. William Squier. All in favor: All. Opposed: None

**Approval of written Reports:** All in Favor- All

1<sup>st</sup>. Fred Cicilioni

Opposed- None

2<sup>nd</sup>. Rob Vermette

**Forest City Update: Lauren Canfield** Spoke about what was going on the Forest City branch. She discussed programs and events including the Toddler Program which ranges in attendance from 9-13 children each week.

Lauren is also participating in the “Read Across America Program”. She went into the 2<sup>nd</sup> grade classrooms at the school and read to the children. She reported that she had received thank-you notes from these children.

The STEAM fliers will be going out to the local schools soon. There will be personal invitations sent to 30 children who have attended these events in the past. The local grocery store, Zazzera’s Supermarket, will donate food to the STEAM Program. In addition, K&J’s Kitchen will come to this program to teach the children about kitchen safety. Lauren will be cooking with the children. Lauren indicated that she has also received a separate donation from Zazzera’s, and she will send a thank you note to their store. Discussion was held regarding the importance of supporting the local businesses who donate to the library.

Lauren attended a workshop at Mt. Pocono Library where she was able to preview and share ideas for this year’s summer reading program. This year’s theme will be “Adventure Begins at Your Library.”

The update on the construction at the Forest City Branch: A new office has been set up for the librarian with a window that creates a line of sight into the children’s section. They are hoping to get their shelves set up soon so that the books that were moved during the renovation can once again be properly displayed. Lauren stated that the painter was scheduled to do more painting. All of the Board members were invited downstairs at the end of the meeting to see the progress that has already been completed for the Forest City Branch’s newly acquired room.

**Finances: Rob Vermette**

Finance Meeting was held on March 14, 2024. The net income as of 02/29/24 was \$220,000. The total assets are \$1.65 million. This includes the \$1.4 million in the 3 endowments, i.e. McKeage, Lott, and Post. This does not include the Susan Olszewski Stone Endowment as that is handled separately by the Community Foundation for the use of the Association.

- Rob reported that the committee is working on the format of the finance reports.
- They will start a year to date statement.

- They are discussing with Janney Montgomery Scott some options on allocations of our investments. No decisions have been made concerning this yet. The committee will meet with the Historical Society Personnel for their input.
- Monthly auditing of our accounts is being done Rob Vermette, treasurer. The Finance Committee will also be doing a reconciliation of these accounts monthly.
- The 3 County Auditors are reviewing all of our bank accounts on a monthly basis.
- The finance committee will also be reviewing any finance related policies in our Board Manual. They will make recommendations to the Policy Committee for any changes they see needed.

### **Policy Discussion:**

This report was given by Brian Lione via Zoom.

Patron Code of Conduct Policy: A vote on this will not be completed until the April Board Meeting to enable everyone to review any proposed changes.

There was a discussion on one part of the Code of Conduct regarding the issue of parental supervision of children in the library. Ron Parsons (audience member) raised questions on this subject. As indicated, the Policy Committee is still working on revisions to the Code of Conduct.

### **Fundraising/ Public Outreach (community)**

This committee report was given by Peg Miller. She indicated that they will have a three-pronged approach to Fund Raising. This will include making our already existing events more lucrative, adding new events, and applying for grants. There are many available grants that we could try to obtain.

-Ideas to add to already existing events (such as the Blueberry Festival) include: adding a 5K race to the Saturday of the Blueberry Festival. This would need to be early in the morning, between 6:00 & 7:00 am.

- Ideas for new events for fund raising: mini golf inside the library and the individual branches, wine bingo, reinstating the Library Auction. This annual event was formerly held in April. It was sometimes held at the VFW and included a meal. Donated items were offered to bidders at auction. Because the items were often "high end", the event was very lucrative.

Peg announced that she would be attending a grant writing seminar on 03/29/24. This event is sponsored by the Northern Tier Planning Commission. It will be held in Bradford County. The seminar is free of charge and Peg encouraged any interested Board members to accompany her to this event. She will seek assistance from this Northern Tier organization in our Association's applications for obtaining grant money.

The next meeting of the Fund Raising Committee will be held on 03/20/24 at 5:00. This will follow the 4:00 Blueberry Festival meeting at the Main Library.

### **Blueberry Festival Update:**

Steve states there is a need for a supervisor to be in charge of organizing the volunteers that will be working in the kitchen during the baking of the blueberry muffins at the Montrose Area High School cafeteria. Louise Dayton will be returning once again to supervise the actual mixing and baking of the muffins.

**2024 Library Lottery:** Plans are underway for this event to be held at again at Green Gables Restaurant in New Milford, PA. George Connor (Tall Pines Farms) will sponsor the food again this year. Plans are underway to make improvements to the Lottery Picnic. Steve Spero stated that in order to make it more profitable we will need more sponsors, some changes in the meal itself, more monetary donations, and possibly the addition of a basket raffle.

**Summer Reading:** Kris/ Steve will meet with a representative from Visions Federal Credit Union on Friday March 23<sup>rd</sup> to hopefully secure obtaining a donation for this year's Summer Reading Program.

**Property:**

Update on Historical Society Front Steps: received first draft by Jack Taylor, construction specialist. This is an architectural drawing of what the foundation and new steps would look like.

Grants are going out per Brian Lione for Windows, window trims Etc.

**Susquehanna County Conservation District Update**

Re the letter that was received from the Susquehanna County Conservation District: The letter states that the proper paperwork to show notice of the termination of the building project of the new library on High School Road had not been filed at the time of the completion of the construction project in 2017. They are now requesting this paperwork.

Steve Spero reported that he is awaiting a proposal from JHA Companies Engineering & Surveying Services in Montrose regarding resurveying the site via use of drones and signing off on the completion of this paperwork.

**New Business:**

Additional cameras need to be purchased for the Children's area at the main library.

The three new cameras already on hand at the Historical Society Building need to be installed.

Forest City will need more cameras added to their system when the construction is completed.

President Spero extended a special thank you to Board member Vickie Calby for her assistance in compiling information from the monthly Board reports for the new Library Friends Newsletter. This letter is being established by the Friends of the Library and will be distributed via email. Library Friend Katie Upright is in charge of this project.

It was noted that the Association needs to apply for more grants that can assist all of our branches.

**Motion to Adjourn:** 4:45 PM

All in Favor—All

1<sup>st</sup>. Rob Vermette

Opposed: None

2<sup>nd</sup>. William Squier

We then all went to the first floor to tour the Forest City Library to get the update on the construction phase.

Respectfully submitted,

Joann Reimel



Recording Secretary