

Susquehanna County Historical Society and Free Library Association
Board of Trustees meeting on February 15, 2021.

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

Absent: Eileen Baessler

Call to Order: Carol Carpenter called the meeting to order at 4:00 PM

This meeting was held by Zoom conference.

Prior to approval of the January 2021 minutes, there was a discussion of the \$40K cost to manage the matching fund campaign. This cost will be paid by the donor and there is also a 1% fee to administer the fund.

Approval of the minutes from the January 2021 meeting:

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

Librarian/Administrator's Report: Amy Johnson

1. Sue Stone was in to help with the state report.
2. The scanner that the library got for the Payroll Protection Plan works and Amy knows how to use it.
3. A company that George Connor recommended to purchase totes from is providing custom totes which are being paid for by a donor.
4. Rob Vermette showed an interest in coming back to the board after Joni Kaiser submits her resignation. Carol Carpenter stated that she is looking at two candidates and that there could be a conflict with bringing Rob on board.

Finance Committee Report: Rick Ainey

1. Finance reports were sent to the board by email. The Janney report is up \$200K+ for the year.
2. The Stone Honorary Endowment is now listed in our financial reports.
3. Amy Johnson should continue to receive the previous administrator's salary for four weeks after the new administrator starts.
4. Rick stated that we are waiting on the remaining \$138K funding from the state. Amy mentioned that this funding arrived during the past week.

5. Income is up from last year. The support drive and other funding means are up over budget for the year.

Personnel Committee: Jim O'Pecko

1. Joni Kaiser was selected by the personnel committee and approved by the board to be the new administrator of the Susquehanna County Historical Society and Free Library Association.
2. Joni will start on February 22, 2021.
3. Her salary is to start at \$50K.
4. Joni needs to attain a Master's Degree in library science. She will be reimbursed 75% of the cost of a Clarion University degree based on a passing grade. This also pertains to books required for her education. Joni will be paid after completing each course and submitting an invoice.
5. The Master's Degree needs to be completed within three years.
6. At the end of the first year, Joni will be evaluated by the personnel committee. There will continue to be annual evaluations.
7. The staff was informed by email that Joni Kaiser had been hired as the new administrator.
8. Rejection letters were sent out to the candidates that had applied.
9. Aaron will be on call for \$30/hr as needed and approved by the administrator. There was a motion made and passed by the board.
10. There is an issue with patrons and part time staff at the Forest City Library. The personnel policy on discipline needs to be reviewed by the branches.

Board Development: Carol Carpenter

1. Board members were mailed two forms, the conflict of interest policy and board member contract. These need to be signed and returned.

Honorary Library Endowment at Community Foundation – Rick Ainey

1. Multiple meetings have been held with the foundation and others working on a plan for the campaign. One of the goals is to find names to be the public face for the committee.
2. Endowment committee members were asked to submit a list of ten names that could be potential donors.
3. There is a behind the scenes drive to obtain donations from larger donors prior to going public for donations. The drive should go public after 75% of the goal is met.
4. With this endowment, the association's operating deficit could be covered.
5. An important task for the board is to become involved in personal commitment to contribute to the fund.

6. An attempt should be made to contact undertakers to mention that donating to the endowment as a memorial contribution could be one way to benefit the fund.

Policy Committee: Jeff Burkett

1. There are two policies required by the CARES act that need to be sent into the state. These are the financial policy and procedures, and the travel policy. A motion was made to accept these policies. The motion passed.
2. These policies should be added to board member manuals.
3. A covid policy should be developed as related to “return to work” requirements. The county policy and other library policies should be reviewed.
4. Michele Legate stated that she has policies relating to covid that she will forward to Amy Johnson.

Strategic Planning: Jeff Burkett

1. The plan is up to date. Members need to meet annually on the strategic plan.

Public Relations: Vickie Calby

1. There are currently two podcast series, “Off the Shelf” and “Digging for Answers”.
2. Gina has been doing an amazing job with the newsletters. The latest version came out last week.
3. There will be a new podcast, “Answering Your Gardening Questions”.
4. Sign up for the Insta-pot class is on the Facebook Page.

Historical Society Committee Report: Craig Benson

1. See Betty Smith’s report that was sent to the board.
2. Journals have been returned from the publisher and are ready for distribution.
3. There were two volunteers this month.
4. There was a \$4K grant received.

Property Committee: George Conner

1. No new items.
2. Look into phones and surveillance cameras at the Historical Society.

Fundraising Committee Report: Ann Reed

1. The report was sent out.
2. A zoom meeting was held with the blueberry chairs, but due to covid concerns a decision will be put off until the March meeting.

Meeting Adjourned at 4:45 PM.

The next Board meeting will be held at 4:00 PM on, March 15, 2021 at the Forest City Library. There is a strong possibility the next meeting will be a Zoom meeting.

Special note: there may have been some items missed due to garbled communication during the Zoom meeting.

A handwritten signature in cursive script that reads "James A. O'Pecko". The signature is written in black ink and is positioned below the bolded text.

James A. O'Pecko - Recording Secretary