

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, April 19, 2021

CALL TO ORDER: Wiles called the meeting to order at 7:02pm. In attendance were Beirne, Craft, Davis, Dennett, Greenwood, Luckenbach, McCullough, Petrie, Piner, Pullaro, Shirley, Sprague, Stableford, Wiles, Library Director Scarpa, Board of Finance liaison McPherson, and Building Project Committee member Weiss.

PUBLIC COMMENT: No public comment.

MINUTES: Stableford made a motion to approve the minutes of March 15, 2021. Davis seconded the motion. The minutes were unanimously approved as written.

PRESIDENTS REPORT: The final public hearing for the 2021-22 budget will take place on April 28; the referendum on May 18.

Building Project Report: Work on sidewalk repair and a screen around the generator will start on May 3. Wiles reported that two Building Project Committee members are moving out of town and she is planning an event to thank them for their commitment to the project on Monday, April 26. Wiles announced that Jack Davis, a library supporter, passed away on April 9.

Energy Presentation: Woodie Weiss presented on behalf of the Building Project Committee. The library participated in Eversource's Whole Building Program and achieved energy efficiency 23% above new energy codes. Weiss anticipates utility costs - with a larger footprint - will be lower than the old building. Weiss highlighted the GeoExchange Heating and Cooling System, 110 kW Photovoltaic system, Solar DHW System, 100% LED Lighting, and monitoring system. Stableford thanked Weiss for his hard work and dedication to this project that will benefit the community.

TREASURER REPORTS: As of the end of March, the library was on track to be within \$5,000 of the budget. The revenue forecast is running slightly unfavorable to budget, but is improved from February due to \$15,000 in annual appeal donations in March. Expenses remain forecasted to be favorable to budget, largely attributed to savings in compensation and benefits due to the Covid related delays.

Investment balances grew about 2% in March, consistent with the markets in general. Endowment money was invested and will begin earning additional dividends and interest to support the library operating budget into the future.

DIRECTORS REPORT: Scarpa reported that all three of budgetary risks have been successfully mitigated. March saw 1,300 in-person visitors and online numbers remain consistent from previous months. Circulation remains strong. Approximately 90% libraries in Connecticut are open, of those 36% are by appointment only. Library staff is planning outdoor events and expansion of services.

SCRANTON LIBRARY FRIENDS: Piner reported that the tent was set up. Amy Chang will fundraise for the library through GoFundMe. A book sale is scheduled for May 28, and two smaller sales are scheduled for the summer.

OLD BUSINESS

Action Items Review: Petrie led the action items review.

NEW BUSINESS

No new business.

COMMITTEE REPORTS

Governance: The committee has three ongoing tasks: check-ins with all four new trustees, term renewal discussions for trustees with expiring terms, and board self-evaluation. McCullough presented the results of the self-evaluation, focusing on recruitment and retention.

Finance and Investments: See Treasurer Report.

Strategic Direction: No report.

Audit: No report.

Development: The Great Give fundraising event will take place May 4-5, The Scranton Shops fundraiser is scheduled for June 4 from 6-9pm at the library. There will be a band, up to 39 vendors, and a wine tasting. Ticket sales will begin in May.

SPECIAL COMMITTEE REPORTS:

Building and Grounds: Stableford reported that the committee will create a rolling 5-year plan to implement maintenance, repair, and capital improvements. The committee developed a charge and the Governance Committee will incorporate it into the bylaws to be voted on by the trustees.

NEW ACTION ITEMS REVIEW:

- Attend April 28 budget hearing, vote on May 18.
- Attend the Building Project Committee thank you celebration on April 26
- Support Amy Chang's GoFundMe page
- Volunteer to be library's representative on the town's conservation committee
- Set up a fundraising page for the May 4-5 Great Give event
- Support the June 4 Scranton Shops fundraiser by contributing vendor ideas and finding sponsors

ADJOURNMENT: The meeting adjourned at 8:51pm.

Respectfully submitted,
Jessica McCullough
Secretary