

ECSML Board of Trustees Minutes
Monday, March 21, 2022

In attendance: Wiles, Stableford, Dennett, McPherson, Davis, Sprague, Luckenbach, Buckley, Murphy, Pullaro, Becker

Attending via ZOOM: Griggs, Green, Shirley, Wolf, Piner, Gagliano, Beirne, Greenwood

1. President Nicole Wiles called the meeting to order at 7:01PM
2. The minutes of the February meeting were approved unanimously after a motion by Christine Beirne and a second by Barbra Buckley
3. Laura Becker, officer of the Development Dept. at Connecticut College, gave a presentation regarding the responsibilities of Trustees vis-à-vis fundraising, hoping to achieve a positive comfort level in the process
 - a. Basics—be aware of
 - i. all fundraising occurring
 - ii. what the library's monetary needs are annually and current status
 - iii. the different ways to give to the library
 - iv. the top donors (can be determined by the library's Annual Report)
 - b. Get to know past Trustees and their experiences
 - c. Be familiar with the library's future goals and be prepared to discuss them
 - d. Create a "90 second commercial" to explain the library's purpose
 - i. Its mission and why fundraising is important to it
 - ii. What the library means to you
 - iii. Why the library is important
 - e. The solicitation cycle
 - i. Identification
 - ii. Qualification
 - iii. Cultivation
 - iv. Solicitation
 - v. Negotiation
 - vi. Successful closure—entire process can take 18-24 for major gifts
 - vii. Stewardship, i.e., repeated thanks
 - f. Other ideas suggested by Trustees
 - i. Just ask for help in general
 - ii. Remind potential donors that ECSML is an association library and, as such, is obliged to raise at least 15% of its annual operating budget
4. Henry Griggs reported for the Building Committee
 - a. Given its progress, the Building Committee's "role is dwindling"
 - b. No fossil fuels were burned to heat the building in the winter—i.e., heating system is working "at peak efficiency"
 - c. A problem has been found in the linking of the old and new parts of the library; it is being addressed
 - d. 99.5% of the project has been completed
5. Nicole Wiles gave the President's Report
 - a. Madison Earth Care will have its Spring event on April 23

- i. ECSML and the Friends will have a table at the event
 - ii. Event is 11-3
 - b. On April 29, ECSML staff will have a professional development session on diversity, equity, and inclusion (DEI)
 - i. 3:30-5:00
 - ii. Trustees are invited to attend
 - c. The Scranton Shops event will occur on June 3—see below
 - d. The officers had a six-month “check in” with Sunnie on March 1
- 6. Rick Davis gave the Treasurer’s Report
 - a. Things “look great”
 - i. Projection is ~+\$110k profit/loss
 - 1. Operating income will be above budget
 - 2. Annual Appeal exceeded budget by ~\$70k
 - 3. Expenses exceeded budget by ~\$44k
 - a. Unexpected legal and auditing costs
 - b. Mortgage refinancing involved some extra expenses
 - c. Electricity cost was “way down”
 - d. (Re)opening of library costs were under budget
 - b. The library’s portfolio has lost value
 - i. Reflects overall markets
 - ii. Reminder: The portfolios have been established for the long term
- 7. Allison Murphy reported for Sunnie Scarpa
 - a. Sunnie is in Portland, Oregon for the Public Library Association conference
 - b. The mobile library will start a test run some time in early April-mid May
 - i. Tuesdays 4-6 at Madison Earth Care
 - ii. A “test group” will be invited to visit and give reactions
- 8. Barbra Buckley reported for The Friends of Scranton Library
 - a. Bins for book sale will soon open on porch of Scranton House
 - i. Book sales will occur in early June and mid-September
 - ii. Need for more space is anticipated
 - iii. Friends recently received a donation of ~1000 books
 - b. Betsey Piner encouraged all to give to The Friends
- 9. Christine Beirne reported for the Governance Committee
 - a. She moved that the updated bylaws be accepted
 - i. Bill Stableford seconded the motion
 - ii. The motion passed unanimously
 - iii. The updated bylaws go into effect immediately, so the current terms of the President, the Secretary, and the Treasurer end July 1, 2022
 - b. Two Trustee positions need to be filled
 - i. Cindy Schneider was nominated
 - 1. will be voted upon at the April 18 meeting
 - 2. resumé will be distributed to Trustees soon
 - ii. Michele Flynn was discussed
 - 1. Not formally nominated
 - 2. resumé will be distributed to Trustees soon

- c. The Trustees' self-evaluation was encouraging
 - i. No real surprises
 - ii. A question regarding the entire Board will be added next year
 - iii. Upcoming surveys will be discussed in more depth in the future
 - d. Christine has agreed to chair the Governance Committee as of July, 2022
10. Paul Sprague reported on the status of the Strategic Direction plan
- a. Paul distributed a follow up to the Trustees retreat of February 26
 - b. He pointed out that some new tactics have been included regarding Revenue for Sustainability and Culture of Engagement goals
 - c. The complete updated plan will be presented to the Board at the April meeting
11. Sara Greenwood reported on an upcoming Development event—Scranton Shops
- a. The event will occur the evening of June 3
 - b. room for 55 vendors
 - c. hopes to raise \$30k via various levels of ticket sales, sponsorships, and donations—a \$500 ticket, e.g., will also allow attendance at a lecture on the history of Madison from Henry Griggs
 - d. Thus far, action is slow, but it always picks up as the event nears
 - e. Nicole Wiles indicated that she would soon be getting information regarding this event to the Trustees
12. Bill Stableford reported for the Buildings and Grounds Committee
- a. Tyler Haskell is creating a “rolling spreadsheet” to keep up with current repairs and plan for future repairs
 - b. A gutter problem at the library, i.e., no downspout, is being attended to
 - c. Some sodden (see above) sheet rock in a stairway needs to be replaced
 - d. Samantha Pullaro has graciously volunteered to work on the landscaping of the Scranton properties
 - e. Work on the Ichabod Scranton House continues apace
13. Bill indicated his wish for a \$10K contingency fund to be included within the library's budget
- a. Would help cover costs of renovation surprises such as those being discovered in the Scranton House
 - b. he will eventually bring this idea to the Board
14. President Wiles adjourned the meeting via unanimous consent at 9:26

The next meeting of the ECSML Board of Trustees will be held in the library on April 18, 2022 at 7:00PM.

Respectfully submitted,

Keith Luckenbach, Secretary pro tempore