

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, November 15, 2021

CALL TO ORDER: Wiles called the meeting to order at 7:02pm. In attendance were Beirne, Davis, Dennett, Gagliano, Luckenbach, McCullough, Piner, Pullaro, Shirley, Sprage, Stableford, Walz, Wiles, Wolf, Library Director Scarpa, Building Committee Liaison Griggs, and Board of Finance Liaison McPherson.

PUBLIC COMMENT: No public comment.

MINUTES: Dennett made a motion to approve the minutes from October 18, 2021. Stableford seconded. The minutes were approved as written.

SPECIAL PROGRAMS:

Quarterly Staff Update: To be rescheduled.

Update on Building Project: Griggs reported that the HVAC system is more efficient than expected. Electrical and fuel costs in 2020-21 were down 22% from 2017-18, the last full year of occupancy.

PRESIDENTS REPORT: Staff appreciation breakfast takes place on November 30. Donor appreciation cards were distributed and board members are preparing to send them. The Toast of the Town, an event thanking sponsors, takes place December 2 at 5:30pm.

TREASURER REPORTS: Davis reported that the budget is forecasted to have favorable variance for this year, assuming the remainder of year continues to be on track. Income included a \$5,000 grant and annual appeal income. Expenses were favorable, largely attributed to HVAC savings.

Fund balances are in line with market movements. Funds are fully invested within the tolerance of the investment policy.

DIRECTORS REPORT: Scarpa reported on library usage statistics. Wifi sessions increased 47% compared to the previous 3 month average, and overall computer use is up 38%. Two reference assistants are leaving; Scarpa is undergoing interviews to replace them.

SCRANTON LIBRARY FRIENDS: Piner reported on the Library Links event in November. The event will take place again November 4-5, 2022. The Friends will sell bows for \$5 each that will decorate the library for the holidays.

OLD BUSINESS

Action Items Review: Luckenbach led the action items review.

NEW BUSINESS

Stableford made a motion to add agenda item D, recommendation to change the library's holiday schedule. Dennett seconded the motion; the agenda was amended.

Presentation of the FY 2022/2023 Draft Budget: Scarpa presented the preliminary 2022-23 budget. The request for \$1,563,956 represents 83.5% of the library's budgeted income and is an increase of \$64,605 (or 4.3%) over the FY 2021/2022 budget. The budget includes a 2% cost of living increase for current staff members, the addition of a part-time facilities manager, and an expansion of Monday evening hours to 8pm.

Recommendation to approve Staff COVID Policy: McCullough made a motion to approve the Staff COVID policy; Luckenbach seconded the motion. Scarpa presented the policy which is a revised version of Town of Madison's policy for its employees. After discussion Pullaro made a motion to postpone a vote until the next board meeting. Dennett seconded the motion. The vote is postponed until December.

Recommendation to approve the use of up to \$10,000 from the Money Market Account - Sherman Bequest account for use as 1:1 matching funds required for the 1772 Foundation grant: Dennett made a motion to approve the use of up to \$10,000 from the money market account for use as 1:1 matching funds required for the 1772 Foundation grant. Stableford seconded the motion. The funds will be used to replace windows in the Ichabod Scranton house. The motion was approved.

Recommendation to change the library's holiday schedule: Scapra presented this change which maintains 13 paid holidays for staff, but replaces Juneteenth for Good Friday. Beirne made a motion to add Juneteenth to and remove Good Friday from the holiday schedule as presented in the employee handbook. Stableford seconded the motion. The motion passed.

COMMITTEE REPORTS

Governance: McCullough reported that the committee will review the bylaws and present recommended changes this year. The committee will also undergo a board evaluation. The committee reviewed committee assignments and determined that they are well balanced.

Finance and Investments: See Treasurer Reports.

Strategic Direction: Sprague requested a review of the status of the strategic plan.

Audit: Pullaro reported that he is expecting a draft audit for the board to review.

Development: The library will participate in Giving Tuesday on November 30. This December proceeds from a Gratitude Tree in the library will fund the "library of things" for the children's department.

Building and Grounds: The Committee will focus on replacing windows, painting, and repairing the porch in the Ichabod Scranton House. The cost is estimated at \$50,000. A proposal to the 1772 Foundation will be used to partially fund the project. The committee is seeking additional funding sources.

NEW ACTION ITEMS REVIEW:

- Upcoming events: Giving Tuesday on November 30, Staff appreciation day on November 30, Toast of the Town on December 2

- Complete and send thank you notes to donors
- Review and send feedback to Wiles regarding the 2022/2023 budget and the employee COVID policy

ADJOURNMENT: The meeting adjourned at 9:04.

Respectfully submitted,
Jessica McCullough
Secretary