

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, April 18, 2022

CALL TO ORDER: Wiles called the meeting to order at 7:01pm. In attendance were Beirne, Buckley, Davis, Dennett, Gagliano, Luckenbach, McCullough, Pullaro, Shirley, Sprague, Stableford, Wiles, Library Director Scarpa, Board of Finance liaison McPherson, Henry Griggs, Head of Public Services Allison Murphy, and Betsy Piner.

PUBLIC COMMENT: No public comment.

MINUTES: Dennett made a motion to approve the minutes from March 21, 2022. Stableford seconded. The minutes were approved.

Beirne made a motion to add an agenda item under New Business. Shirley seconded the motion; approved.

SPECIAL PROGRAMS

Update on Building Project: Necessary electrical work was completed on Friday, April 15. The building was closed April 15, and reopened the following day. The recent problem with the gutters near Stairway B will require replacement of damaged sheetrock.

PRESIDENTS REPORT: Wiles reported that the Executive Committee recently reviewed possible changes to the employee handbook. A separate bank account will be set up for the board discretionary fund; it must be kept separate from the library's accounts.

The final public budget hearing takes place on April 25 and the budget referendum on May 17. All trustees are invited to attend The Case for Diversity Equity and Inclusion in Libraries workshop on April 29.

TREASURER REPORTS: Davis presented the budget to date which continues in the same favorable position, attributable to successful fundraising and savings from renewable energy. Davis also presented the fund balance report which shows a \$193,000 bequest was moved from the Money Market Account into the Fidelity Endowment Fund.

DIRECTOR'S REPORT: Scarpa reported on the Public Library Association conference she attended. In March, in-person visitors increased 25% over February. Compared with the last 6-month average, circulation increased 21% and library card registrations increased 35%. The mobile pop-up library in North Madison is in a 6-week pilot phase with plans to launch summer 2022. Staff training day takes place April 29, topics include safety and emergency procedures, Diversity Equity and Inclusion, retirement accounts, and others.

SCRANTON LIBRARY FRIENDS: Buckley reported that the Friends meet in two days. They will participate in the Earth Day event at Madison Earth Care. The Friends are accepting book donations for the book sale scheduled for the first week in June. They have found major sponsors for November's mini-golf fundraiser.

OLD BUSINESS

Action Items Review: Luckenbach led the action items review.

NEW BUSINESS

Recommendation to approve maintenance and repairs at Ichabod Scranton House (aka 20 Wall Street, Old Post Office): The Building and Grounds committee described the physical state of the Ichabod Scranton House (20 Wall Street, ISH) and 24 Wall Street. The buildings are owned by the library and are registered as historic buildings.

Dennett presented a plan to renovate the ISH to make it operational as a programming space. Additional, ongoing costs will be minimal, mostly due to increased electrical usage. The quote to complete the necessary work, including a 15% contingency, is \$54,000. Sufficient funds exist in the capital campaign fund for this work, and because ISH was initially included in the original capital campaign program, these funds can be used to pay for the ISH renovation.

Stableford made a motion that the board approves the allocation of \$54,000 towards the renovation of ISH appropriated from overages in capital fundraising. Luckenbach seconded the motion. The motion passed with one vote against.

COMMITTEE REPORTS

Governance: McCullough reported that the committee will nominate four candidates for the position of trustee at the May meeting. Beirne will act as committee chair starting July 1.

Finance and Investments: No report.

Strategic Direction: Sprague presented the strategic plan which now incorporates items added from February's strategic planning retreat.

Audit: Pullaro will review the Request for Proposals to hire new auditors.

Development: The Great Give, a 36-hour fundraising initiative hosted by the Community Foundation for Greater New Haven, takes place May 4-5. Scranton Shops 2 will take place Friday, June 3 and the committee is looking for individual sponsors and vendors.

Building and Grounds: No report. Volunteers led by Samantha Pullaro are weeding the grounds.

NEW ACTION ITEMS REVIEW:

- April 23 Earth Day event at Madison Earth Care
- April 25 public budget meeting at Polson
- April 29 DEI workshop for library staff and trustees
- May 4-5 Great Give; create fundraiser page and solicit donations
- May 17 town budget referendum
- June 3 Scranton Shops 2 fundraiser

EXECUTIVE SESSION:

Wiles made a motion to move to executive session. Dennet seconded the motion. The trustees entered into an executive session.

ADJOURNMENT: The meeting adjourned at 9:30pm.

Respectfully submitted,
Jessica McCullough
Secretary