

## **EC Scranton Memorial Library**

Minutes of the Board of Trustees Monday, October 17, 2022

CALL TO ORDER: Nicole Wiles called the meeting to order at 7:01 pm.

In attendance: Bill Stableford, Nancy Gagliano, Sunnie Scarpa (Library Director), Allison Murphy (Head of Public Services), Chip Walz, Cindi Schneider, Doreen Shirley, Nicole Wiles, Tod Van Kirk, Paul Sprague, Betsey Piner (liaison Friends of Scranton Library), Rick Davis, Michele Flynn, Barbra Buckley, Janice Wolf, Francis Pullaro. Fillmore McPherson (liaison Madison BOF), Henry Griggs (liaison Building Committee),

Not in attendance: Sara Greenwood, Keith Luckenbach, Christine Bierne, Scott Murphy, (liaison Madison BOS)

PUBLIC COMMENT: No public comment.

MINUTES: Davis made a motion to accept the minutes of the September 19, 2022 meeting with Van Kirk seconding; motion approved.

### **BUILDING REPORT COMMITTEE REPORT:**

Griggs reported that the last few issues will be addressed and resolved in the near future. These costs are budgeted and there is no additional new money requested.

### **PRESIDENT'S REPORT:**

The Executive Committee met to discuss possible successors of the current BOT President and Treasurer. Wiles and Davis have put together a complete list of the roles and expectations for both positions.

The Board will conduct a 360-degree review of the Library Director Scarpa.

Wiles represented the library at the Madison Pride Fest 2022 which was well attended.

Scarpa, Wiles and Davis will provide an update to the Board of Finance on 10/19/22 via Zoom; link can be provided if requested.

The second annual Toast of the Town will be held on Dec. 1, in the JFCR. All BOT members are encouraged to attend.

The library will host Business with a Twist on Jan. 26, 2023, at 5:30 in the JFCR. All BOT members are encouraged to attend.

### **TREASURER'S REPORT:**

Davis presented the FY 22/23 budget to date. Fund balances are tracking to market.

Davis and Kari Castelli are currently working to accurately reflect the Schumann grant on a balance sheet.

Director Scarpa explained a \$1,558 fraudulent incident with payroll. Law enforcement has been contacted. Director Scarpa will put together a policy that any future request for change of deposit will also have to be approved with verbal confirmation.

**DIRECTOR'S REPORT:** Director Scarpa has completed the annual State Report. The number of registered library holders went up to 17% which represents 60% of our community. This is much higher than the state average of 35%. Initial statistics for September are running down slightly from the summer numbers.

The Annual Report FY 21/22 is being worked on and will be debuted at Toast at the Town, then emailed with a video introduction.

Scarpa provided a first quarter review of expenses that are being monitored, specifically the Facilities budget including landscaping and the repair of the light bollards out front and the security monitoring company. Chip Walz suggesting reaching out to Boy Scouts for help with certain projects.

Two new full-time librarians have been hired: Head of Reference and Teen Librarian

#### SCRANTON LIBRARY FRIENDS:

The September Book Sale made \$5,500. Cookbook sale will be held in the library on November 7<sup>th</sup>-11<sup>th</sup>.

Second annual Library Links will take place on November 4<sup>th</sup> for adults and November 5<sup>th</sup> for families.

Second Annual "Put a Bow on It" will begin the Monday after Thanksgiving and run up to Christmas.

#### OLD BUSINESS:

Action Items Review:

- Send any suggested changes to the annual Accountabilities document to Nicole Wiles
- BOT meetings will be 2<sup>nd</sup> Monday of the month starting in January
- Library swag bags and post cards are available for purchase
- Library Links in November

#### UNFINISHED BUSINESS:

A motion was made by Schneider to approve the revised Employee Manual with Chip Walz seconding.

The Motion to approve passed unanimously.

#### NEW BUSINESS:

None

### COMMITTEE REPORTS

Audit: The new auditors have been in and will visit the library one more time.

#### Building and Grounds:

The library staff and Tyler Haskell are staying on top of maintenance. Intermittent power outages are not unique to the library and Eversource is investigating. Light bollards were not installed properly. It will cost approximately \$5,000 to have them properly installed. The Property Doctors have been hired to do weeding and other landscaping needs.

New windows have been installed in The Ichabod Scranton House except on the porch but with cost overruns. Interior and exterior painting on the house will be done as soon as possible. New porch railings are now code compliant.

Several options have been explored for 24 Wall Street. It is now closed for safety reasons. B & G is tasked with finding a viable use for the building. Nicole thanked the committee for their work on this project.

#### Development:

There were \$5,000 in sales at the J McLaughlin event in September.

In partnership with Justin Ziegler the library will host a Vision Board Workshop October 24<sup>th</sup>.

Donor appreciation gratitude cards are being prepared. Trustees are asked to personally sign the cards; postage will be paid out of fundraising expenses. These should be mailed to donors prior to Thanksgiving.

Governance:

No report

Finance:

No report

Strategic Direction

The committee recommends an 18-month gap to develop a new plan. A revised report will be exported to Excel.

NEW ACTION ITEMS REVIEW:

Upcoming calendar events:

- 10/19 Board of Finance update
- 11/4-5 Library Links mini golf fundraiser
- 11/7-11 Friends' Cookbook Sale
- After Thanksgiving: Put a Bow on It fundraiser
- 12/1 5:30pm Toast of the Town
- 1/26 Business with a Twist in conjunction with Chamber of Commerce

Other action items:

- Please forward Accountability document changes to Nicole ASAP
- Consider sponsoring or co-sponsoring a hole for Library Links event
- Check out the cosmetic improvements on the Ichabod Scranton house during daylight hours
- Pick up your donor appreciation cards in early November from the circulation desk

ADJOURNMENT: The meeting adjourned at 8:25 pm

Respectfully submitted,

Doreen Shirley