

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, November 21, 2022

CALL TO ORDER: Nicole Wiles called the meeting to order at 7:00 pm.

In attendance: Bill Stableford, Sunnie Scarpa (Library Director), Chip Walz, Cindi Schneider, Doreen Shirley, Nicole Wiles, Tod Van Kirk, Paul Sprague, Rick Davis, Michele Flynn, Janice Wolf, Sara Greenwood, Christine Beirne, Barbra Buckley, Keith Luckenbach, Allison Murphy (Head of Public Services), Emily Rush (Head of Reference), Fillmore McPherson (liaison Madison BOF), Henry Griggs (liaison Building Committee),

Not in attendance: Francis Pullaro, Nancy Gagliano, Scott Murphy, (liaison Madison BOS), Betsey Piner (liaison Friends of Scranton Library)

PUBLIC COMMENT: No public comment.

MINUTES: Stableford made a motion to accept the minutes of the October 17, 2022 meeting with Sprague seconding; motion approved.

HEAD OF REFERENCE EMILY RUSH: Emily Rush provided an update. The new teen librarian has been collaborating with Madison Youth and Family Services and the MPS. Rachel Taylor has been busy with adult programming. There is a new part-time reference librarian. Teen volunteers are assisting in the library and the Teen Tech Help program has been helping people with technology programs. Fax services are available through the Reference Department. Rush explained some of the online services available include: Ancestry.com, Libby, Value Line, ReferenceUSA, JobNow and LearningExpress Library.

BUILDING REPORT COMMITTEE REPORT: Henry Griggs reported the new, sturdier bollards out front of the library have been installed. There will be an updated spreadsheet to reflect "As-Builts". Work on the gutter in the corner of the building near the Book Drop will commence on November 30th. This successful conclusion of this committee is in sight.

PRESIDENT'S REPORT:

President Wiles asked BOT members to send out Donor Appreciation cards by Thanksgiving. The Annual Toast of the Town event will be held on December 1st at 5:30 where the Annual Report will be shared to all stakeholders. All BOT members are encouraged to attend this event. Wiles thanked the BOT members for all the work done on behalf of the library.

TREASURER'S REPORT:

Forecast Sheet showed targeting favorably. Comp and benefit expenses are under-budget because of vacancies. Fund balance Report increase in month of October. There is a \$14K Fundraising deficit. Wiles explained we are substantially behind with our fundraising. Giving Tuesday, Annual Appeal and Toast of the Town are coming up and Wiles asks for a full BOT effort. Wiles will send BOT the information for Giving Tuesday and a suggestion was made to send out a Save-the-Date for Giving Tuesday a week ahead of time.

DIRECTOR'S REPORT: Scarpa reported October in-person visitors dipped slightly and computer use stayed very high. Circulation of physical items was down and digital items up. The number of new library cards continues to be high. Programs and attendance are up in every category except for teens. Supervisors are prepping and strategizing for upcoming events and programs. Room use for the month was consistent compared to the past 6 months. Meeting Rooms are first come first served if not reserved 3 business days in advance. Study Rooms are to be booked day-of-use.

SCRANTON LIBRARY FRIENDS: Buckley reported this month's Library Links had slightly less attendance for but had more sponsors. It was financially successful raising approximately \$10K. Next year's event will be called Library Mini Golf. The sale of bows to be hung in the front of the library will start on November 28th.

OLD BUSINESS:

Action Items Review:

- Library Links was successful
- Business with a Twist is upcoming
- The Friends of the Library bow event is upcoming
- Toast of the Town event upcoming

NEW BUSINESS:

Davis provided overview of FY 23-24 budget. Historically Madison given 85% of the budget. The FY 23-24 budget is requesting 81.5%. Overall change from approved FY 22-23 budget vs. Draft Budget FY 23-24 is 5.8%. BOT will vote on this proposed budget at the December 5th meeting.

Motion to update the Gift and Donation policy was made by Flynn seconded by Stableford. Motion passes.

COMMITTEE REPORTS

Audit: Audit committee will meet with auditors on 12/2/22 to review draft audit.

Building and Grounds:

Ichabod Scranton House now has new windows and gutters. The porch has been improved, railings installed, and rear door reframed. Sanding, scraping and priming of exterior will take place in January. Exterior painting has been delayed because of the weather and expected to be completed in March. The first program use for the building is scheduled for March 2023. Conversation continues to find a viable use for 23 Wall Street.

Development:

Giving Tuesday November 29th. The Madison Art Society will hold its 'Tis the Season Gala' on December 8th. Six paintings will be auctioned with proceeds going to the library. 10% of all sales of art currently hanging in the library will be donated to the library.

Governance:

A BOT self-assessment will be revisited and a worksheet for Trustees to complete will be devised. Three vacancies to be filled by end of June as our current President, Treasurer and Audit Chair will be terming off. There had been some challenges with recruiting efforts.

Finance:

No report

Strategic Direction

The Strategic Direction committee is developing timelines and materials to develop a new 3-year plan. The new plan will be implemented 18 months after the end of the expiring plan.

NEW ACTION ITEMS REVIEW:

- Next meeting on 12/5/2022
- Starting in January 2023 BOT meetings will be held on the 2nd Monday of the month
- Bows will become available for \$5 starting 11/28/22

- Giving Tuesday is 11/29/23.
- Toast of Town will be held on 12/1/22.
- Art Auction will be held on 12/8/22 at 5:30-7:30
- Be on lookout for Board self-assessment from Christine
- Gratitude cards are to be sent out by Thanksgiving

Stableford made a motion to move to Executive Session; Flynn seconded the motion. Motion passes.

Executive session discussed a one-time bonus of \$5K for Director Scarpa

Walz made a motion to approve the bonus; Stableford seconded the motion. Motion passes.

Stableford made a motion to exit Executive Session; Luckenbach seconded the motion. Motion passes

Nicole offered Sunnie \$5K bonus for her exemplary work over the past couple of years and the unique circumstances she has navigated Scranton Library through an exceptional period of time.

ADJOURNMENT: The meeting adjourned at 9:35 pm

Respectfully submitted,

Doreen Shirley