

EC Scranton Memorial Library
Minutes of the Board of Trustees Monday, March 11, 2024

CALL TO ORDER: Luckenbach called the meeting to order at 7:00 PM.

In attendance: Christine Beirne, Nicole Wiles, Doreen Shirley, Ken Nolan, Cynthia Schneider, Mary Beth Forshaw, William Stableford, Chris Ryan, Paul Sprague, Barbra Buckley, Michele Flynn, Tod Van Kirk, Anne Hering Dias, Allison Murphy (Director)

Not in attendance: John Muller, Katy Webb, Tim Kellogg (Head of Public Services), Scott Murphy (liaison BOS), Katie Stein (liaison BOF),

PUBLIC COMMENT: No members of the public in attendance

MINUTES: Stableford made a motion to accept the minutes of the February 12, 2024 meeting; Sprague seconded the motion; motion approved.

PRESIDENT'S REPORT:

It is budget season. The library's budget team will meet March 12th at 2:00. The budget team has met with various members of the BOF and BOS. Support from the Town of Madison is projected at 1% less than budgeted. Luckenbach's position is that library staff is not to be reduced.

TREASURER'S REPORT:

The Treasurer reported on the financial performance for the 7 months ending January 31, 2024.

Total income is projected to be \$1,996,000 compared to budgeted income of \$1,772,000. This significant overage is all related to projected fundraising. Support from the Town of Madison is projected at 1% less than budgeted.

Total expenses, before depreciation, are projected at \$1,737,000 as compared to a budget of \$1,772,000. This underage is all related to salaries and wages running below budget.

Depreciation for the year is projected at \$603,000. After non-operating income, a net loss of \$344,000 is projected. After other income, our projected total loss is \$91,000. The Treasurer reminded all that depreciation is a non-cash expense, so that even though it shows an accrued loss there is still a positive cash flow.

DIRECTOR'S REPORT:

Director Murphy shared that program attendance and room use numbers continue to grow. During the recent high school exam season the library was filled with students. The annual Staff Development Day is scheduled to be held in early May. Kellogg will give a presentation on disability awareness and Jean Baur will give a presentation about customer service. There will be AED and NARCAN training. The library will be closed that day; carpets will be cleaned and windows washed.

To kick off the summer reading program the staff is planning a 'Summer at Scranton Block Party' on June 29th 5:30-7:30. It will be held in the back parking lot.

BOT member Forshaw led a focus group discussion with library staff.

When patrons checkout library materials their receipt will now show how much they've saved by obtaining materials at the library rather than purchasing these items. Moving forward STATISTICS AT-A-GLANCE will include month-to-month data as well as year over year data. Graphs may also be included.

SCRANTON LIBRARY FRIENDS:

The Friends have exceeded the limit for filing the e-postcard for taxes. Their Treasurer does not feel comfortable filing the Friends' taxes and a fee of \$750 has been quoted for completing their filing. Buckley asked if anyone on the BOT has experience doing a charitable organization's taxes, please let her know. Many members of the Friends helped mail 8,700 membership letters. Responses to membership mailing are coming in steadily.

Collection bins for the Friends' Book Sale will be open starting March 25th. Luckenbach encourages BOT members to become members of the Scranton Library Friends.

FEBRUARY ACTION ITEMS REVIEW:

1. Consider joining the ACLB webinar on 2/23 from 7:00-8:30. Complete.
2. The Budget Public Hearing (presentation of the budget to the BOF) is in the Hammonasset Room on 2/27 at 7:00. Please attend in person, if possible. (N.B. A Public Hearing is also on 4/16 at 7:00.) Complete.
3. The Friends will open the bins for book collection starting March 21. Please donate. On-going.
4. Attend the raffle drawing at 2:00 on 2/14 if possible. Complete.
5. Send any comments/changes about the bylaws to Christine by her deadline. Complete.

NEW BUSINESS:

A presentation, 'Building Relationships that Lead to Charitable Gifts', was given by Wiles on behalf of the Development Committee.

COMMITTEE REPORTS

Audit:

Gagliano shared there will be 2 changes for fiscal year 2024 one being the 1989 Trust will be included on the balance sheet and the other being the donated artwork. There will be a footnote added to the financial statements for the artwork. The wording for that will be coming.

The Audit is completed for Fiscal year 2023.

Building and Grounds:

The final item on the punch list for the library building's renovation has been completed.

The 5-year rolling plan for maintenance and service is currently being updated by Kellogg and Haskell.

The Ichabod Scranton House restoration continues with a planned completion date sometime in June. Programming is scheduled to begin at the end of June.

A certified letter will be sent to The Architects as a result of not having fulfilled their obligations concerning 24 Wall Street. The letter compels them to complete all obligations by April 1, 2024, or default. Beth Hurd will be copied on the letter,

Development:

Wiles continues to work on the 'A Year in the Heart of Madison' raffle verification report. She reported a gross income of about \$20K

The Scranton Shops event has a tentative date of June 14th. Trustees are asked to participate in the event.

Governance:

Beirne shared updated bylaws with minor changes. Beirne made a motion to approve the bylaws as presented; Flynn seconded. After discussion of the motion the motion passed with 2 abstentions.

Governance is recommending 2 additional trustees for FY 24-25. Luckenbach asked for consensus which was given by the Board. Nominations are welcomed from any Board member.

Finance and Investments:

The Treasurer discussed the value of the various restricted/trust funds for the library. Total Fund value as of July 1, 2023, was \$3,319,000. A theoretical fund value comparison was presented.

Strategic Direction:

The Strategic Direction committee is having conversations with members of the community.

Feedback is forthcoming. The Trustees' Retreat may be pushed from May to June. Next meeting is Monday, March 25th.

MARCH ACTION ITEMS REVIEW:

1. If any trustee can help the Friends with questions about their new tax filing form, please reach out to Barbra Buckley.
2. The Friends book donation bin will be open starting March 25. Please contribute.
3. Please take note of the dates in the calendar included in the Development Committee's presentation so you can attend if possible. Nicole will send specifics as she has them. June 14 is the Scranton Shops tentative date.
4. If you have not already joined, please consider the Leadership Alliance.
5. The Development Committee members will follow up with Newcomers, the Madison Foundation, and other groups and follow up on other suggestions made by the trustees.

6. Allison Murphy will send out the letter to The Architects regarding 24 Wall Street.
7. If you have tasks to complete for the Strategic Direction Committee, please send your report to Paul Sprague. The tentative date for the strategic plan retreat will be in June.

ADJOURNMENT:

Stableford made a motion to adjourn; Gagliano seconded the motion. Motion passed. The meeting adjourned at approximately 9:12 pm.

Respectfully submitted,
Doreen Shirley