

EC Scranton Memorial Library
Minutes of the Board of Trustees April 14, 2025

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

In attendance: Keith Luckenbach, Ken Nolan, Cynthia Schneider, Doreen Shirley, Chris Ryan, Christine Beirne, Laura Downes, Bill Stableford, Paul Sprague, Mary Beth Forshaw, Mary Didiuk, Allison Murphy, Charles Reese, Tod Van Kirk

Not in attendance: Anne Hering, Michele Flynn, Scott Murphy (liaison BOS), Katie Stein (liaison BOF)

PUBLIC COMMENT: No comments

MINUTES:

Stableford made a motion to accept the minutes of the March 10, 2025 meeting; Nolan seconded the motion; motion passed.

PRESIDENT'S REPORT:

Luckenbach thanked members for their diligence on committee work.
Next full Board meeting is scheduled for 5/12/25.

TREASURER'S REPORT:

The Treasurer noted that the Financial Statements now include a Forecast and Income Statement, Balance Sheet and Cash Flow Statement (standard financial statement package) emailed in advance of the meeting. The actual statements (Income Statement, and Balance Sheet) are for the first nine months of the year. The forecast is our estimate of our financial performance for the balance of the year.

Total Operating Income for the year is forecast at \$1,999,000 compared to the budgeted income of \$2,073,000. We are continuing to reduce our forecasted income from fundraising. This new forecast assumes that our total income from fundraising will be \$89,000 less than our budget. This anticipates that new dollars to the Leadership Alliance will be approximately \$108,000 less than our budget and all other fundraising will be approximately \$19,000 more.

Total Expenses are forecast at \$2,530,000 as compared to an adjusted budget of \$2,632,000. The total expenses are forecast to be 0.4% under budget. Salary and Benefits are projected at \$120,000 under budget because two budgeted positions (Development and Facilities) are vacant, and Chris Penders' position has not been filled yet. We are forecasting an Operating Loss of \$531,000, compared to a Budgeted Loss of \$559,000. Our forecast for depreciation is \$517,000. Comparing our depreciation to our Operating Loss we essentially have a slight cash operating loss.

After Other Income, we have a projected Total Loss of \$255,000. It should be noted that \$232,000 of this improvement in Net Income is due to Unrealized Gains on investments.

DIRECTOR'S REPORT:

Director Murphy reported Scranton Library will participate in The Great Give, an online event created by The Community Foundation for Greater New Haven to raise visibility and resources for nonprofits serving Greater New Haven. This event will start at 8 a.m. on May 7th and continue until 8 p.m. on May 8th. The goal is to raise \$5K for Scranton Library. There will be matching donations and prizes offered by the Madison Foundation and the New Alliance Foundation. Murphy will forward a donation link to BOT members which can be shared with our contacts.

Schneider, Murphy and 2 staff members attended the AP English Banned Books presentation at DHHS which they found to be impressive.

The library will be closed on May 2nd to allow the staff to participate in their annual development day.

Some staff of Scranton Library will attend the Connecticut Library Association annual conference to be held in Mystic in May.

The Board congratulated Kellogg for his acceptance into the New England Library Leadership Symposium (NELLS 2) which will be held for 2 days in May.

Murphy, Kellogg, Bernier and Downes met with the Penders family to discuss potential 'Chris Penders Memorial' programming. This programming is yet to be named. Programs will take place quarterly.

Last month's digital usage, program attendance and study room usage were the highest of this fiscal year to date.

Murphy is working to create a new library card application for incoming kindergarten students.

Kellogg presented the new technology policy. The policy will be available for patrons on the website and shared when patrons sign up for technology assistance. Sprague made a motion to accept the technology policy; Stableford seconded the motion. Motion passed with one abstention.

SCRANTON LIBRARY FRIENDS:

SLF sent out a mailing this week. The Friends will soon have an approved design for the Christmas ornaments they intend to sell.

March Action Items Review for April Meeting

1. Town meetings:
 - 4/8 Public Hearing - Complete
 - 5/6 Referendum - Pending
2. The raffle drawing on March 17 is complete.
3. On March 20 Henry Griggs gave a presentation on the history of libraries, with emphasis on Scranton Library. This presentation was recorded. Complete.
4. The Great Give is on May 7 and 8. Murphy will send a link and information to BOT members to send out to solicit donations. Pending.
5. The Madison 200/America 250 event is being planned for 2026. Please give your feedback to Downes. Pending.

6. Thank you for names/resumes of recommendations for new BOT members. Complete.
7. Save the dates - Pending:
 - Earth Day Festival, Saturday, April 26 (9am-3pm) at Madison Earth Care.
 - An Evening with Jacques Pepin (Leadership Alliance), Sunday, May 18 (5:00-7:30) at the Downes Residence.
 - The Beachside Bash, Saturday, June 28 at the Surf Club.

NEW BUSINESS:

No new business

COMMITTEE REPORTS:

Audit:

No report

Building and Grounds:

Stableford thanked Kellogg for his efforts keeping track of the progress of work to be done and completed on the buildings. Maintenance of the main building includes repair of the north door. Repair of the south automatic door is in progress. Landscaping and mulching are taking place. Recent work at 20 Wall Street (OPO) includes: electrical installation, installation of one mini-split, flooring and interior painting. The committee hopes for completion by Memorial Day. Orlando and Son are currently doing the exterior painting of 24 Wall. Major maintenance projects will take place on May 2nd while the main building is closed for Staff Development.

The committee is working to compile a list of Furniture, Fixtures and Equipment (FFEs) needed to operate 20 Wall Street. These will be a capital expense and will be presented to the Board in May.

Development:

The Heart of Madison Raffle concluded on St. Patrick's Day. 1065 tickets were sold resulting in \$21K in sales. After expenses, the profit was approximately \$18K. There has been discussion of moving the raffle to the fall of 2025 with a drawing prior to Thanksgiving.

There will be a Leadership Alliance recognition event/Jacques Pepin celebration held on May 18 from 5-7:30 pm at the Downes residence. Assistance will be needed for some tasks including assistance directing cars/traffic flow, check in table, and handing out gift bags. Less than \$1K has been budgeted for the event.

The spring appeal letter is expected to go to the printer in the second half of April and be in mailboxes at the beginning of May. It will be sent to all past donors over the last 3 years. The goal is to raise \$60K.

Total fundraising income is \$246K as of April 1st.

Earth Day Festival at Madison Earth Care will be held Saturday, April 26th from 9am -3pm. Trustees are asked to sign up for a shift at the library's table using Signup Genius.

The Beachside Bash will be held on Saturday, June 28th at the Surf Club.

Finance and Investments:

The Library is working with the Actuarial Firm, Milliman, to consider termination of the existing pension plan. Market conditions are such that we may be able to terminate the existing plan so that all the participants 'remain whole' while minimizing the cost and administrative burden on the Library. It is anticipated that if the existing plan is terminated it will be in the first quarter of 2026.

The legal review of the Trust assets is continuing.

Governance:

The Executive Board slate was brought forward and will be voted on at the May meeting:

President: Cindi Schneider
Vice President: Mary Beth Forshaw
Treasurer: Ken Nolan
Secretary: Doreen Shirley

Forshaw presented proposed bylaw amendments. These amendments include:

- Clarification of committee membership, quorum and voting rules
- Addition of supermajority voting requirements for major decisions
- Expansion of Audit Committee responsibilities

On behalf of the Board, Beirne thanked Forshaw for her diligent work on the proposed amendments.

Next month the full Board will vote on an executive slate of officers, the amended bylaws and a slate of trustees will be brought forward.

Strategic Direction:

Sprague presented the Strategic Plan: Goals & Objectives. The pillars and goals will be public facing while the objectives are for the Board and staff. Sprague requested feedback in the form of looking for errors and omissions of the distillation process. Feedback is requested by April 23rd and a vote to accept the strategic plan will be taken at the May Board meeting.

April Action Items Review:

1. The Madison Referendum is on May 6.
2. The Great Give is May 7 and 8. Murphy will send information out on May 1.
3. The Madison 200/America 250 event is being planned for 2026. On April 18, please hang two lights for Paul Revere!
4. Comments about By Laws changes to Forshaw or Beirne.
5. Comments about the Strategic Plan to Sprague before April 23.
6. Save the dates:
 - Earth Day Festival, April 26 (9am-3pm) at Madison Earth Care.
 - An Evening with Jacques Pepin (Leadership Alliance), Sunday, May 18 (5:00-7:30) at the Downes Residence.
 - The Beachside Bash, Saturday, June 28 at the Surf Club.

No Other Business

Nolan made a motion to adjourn; Beirne seconded the motion. Motion passed. The meeting adjourned at 8:30 pm.

Respectfully submitted,
Doreen Shirley