

EC Scranton Memorial Library
Minutes of the Board of Trustees May 12, 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, Paul Sprague, Mary Beth Forshaw, Mary Didiuk, Allison Murphy, Charles Reese, Anne Hering, Bill Stableford

Not in attendance: Michele Flynn, Tod Van Kirk, Scott Murphy (liaison BOS), Katie Stein (liaison BOF)

PUBLIC COMMENT: No comments

MINUTES:

Luckenbach made a motion to accept the minutes of the April 14, 2025 meeting; Forshaw seconded the motion; motion passed with one abstention.

PRESIDENT'S REPORT:

Lydia Holland, Head of Children's Services, presented an update. Children's Services staff will be visiting Madison schools during the first week of June to discuss the Summer Reading Program. Holland has inquired if Scranton Children's staff can be a presence at the elementary schools' Back to School events. The principal of one school has approved the request and Holland is waiting to hear from the other principal.

The Children's Department is now able to offer additional programming because a part-time position has been made full-time. During FY 23-24, 15K patrons visited the Children's Department and 392 programs were offered. As of April of the current FY, 19,858 patrons have visited the Children's Department, and 482 programs have been offered.

The Children's Room will be closed during the first week of June for the Nature Cat installation to be dismantled. There will not be a museum installation next year. During the spring of 2027, 'I AM WILD: A Charley Harper Exhibit' will be installed in the Children's Room.

The Schumann grant has been approved for the next 3 years. The Children's Department has received all of the toys and bins provided by Traveling Toys. There will be a grand opening of these new toys after Story Time on June 11, 2025. The Summer @ Scranton Block Party will be held on August 16, 2025 from 5:00-7:30pm.

Luckenbach reminded Trustees that the Beachside Bash will be held on Saturday, June 28 at the Surf Club. He asked trustees to help on the night of the event.

Next month's Board of Trustees meeting will be held on June 9.

TREASURER'S REPORT:

The Treasurer noted that the Financial Statements including a Forecast and Income Statement, Balance Sheet and Cash Flow Statement will be emailed during the week. The actual statements

(Income Statement, and Balance Sheet) are for the first ten months of the year. The forecast is an estimate of the Library's 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 fund raising. This new forecast assumes that the total income from fundraising will be \$92,000 less than budgeted. This anticipates that new dollars for the Leadership Alliance will be approximately \$125,000 less than budgeted and all other fundraising will be approximately \$33,000 more.

Total expenses are forecast at \$2,524,000 as compared to an adjusted budget of \$2,632,000. We are forecasting a slight reduction from our previous month's forecast. The total expenses are forecast to be 0.4% under budget. Salary and Benefits are projected at \$126,000 under budget because two budgeted positions are vacant. We are forecasting an Operating Loss of \$525,000, 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 operating loss.

After Other Income, we have a projected Total Loss of \$407,000.

DIRECTOR'S REPORT:

Director Murphy reported that Scranton Library raised \$5475 through The Great Give, an annual online fundraising event.

Bill #1234 passed the Senate and will move on to the CT House of Representatives. The bill would put restrictions on contracts with e-book publishers to try to address the costs of e-books and audiobooks for libraries.

Murphy asked trustees to save the date of August 16, 2025 for the Summer @ Scranton Block Party will be held from 5:00-7:30pm. Murphy is also looking for volunteers to help at the event.

Library card application forms have been sent to all incoming kindergarten students. Applications have also been sent to Madison Newcomers Club members.

The annual Staff Development Day was held recently. The staff listened to engaging speakers and some maintenance was done on the main library building.

SCRANTON LIBRARY FRIENDS:

Reese shared results from the mailing sent last month have been slow and the Friends are behind schedule in terms of fundraising. The Used Book Sale starts on Thursday, May 15 and runs through May 17.

April Action Items Review for May Meeting

1. The Madison referendum was May 6, 2025. Complete
2. The Great Give was May 7 – 8. Murphy sent out information. Complete
3. The Madison 200/America 250 event is being planned for 2026.
4. Comments about bylaw changes have been shared with Forshaw/Beirne. Complete

5. Comments about the Strategic Plan have been shared with Sprague and the committee. Complete
6. The Earth Day Festival, April 26 (9:00 am-3:00 pm) at Madison Earth Care. Complete
7. Save the Dates:
 - An evening with Jacques Pepin (Leadership Alliance), Sunday, May 18, 2025 (5:00-7:30) at the Downes Residence.
 - The Beachside Bash, Saturday, June 28, 2025 at the Surf Club.

NEW BUSINESS:

No new business

COMMITTEE REPORTS:

Audit:

Ryan has the engagement letters for next year's audit ready for Luckenbach's signature. The fee will be 3% higher than last year.

Building and Grounds:

Stableford made a motion that the Board approve up to \$16K for proposed expenditures on FF&E for 20 Wall Street . Beirne seconded the motion. The motion passed unanimously.

Development:

The Library participated in the Earth Day event held at Madison Earth Care. The Library table was manned by library staff and trustees.

The Leadership Alliance/Jacques Pepin event will be held on Sunday, May 18 from 5:00-7:30 pm at the home of Laura and Bill Downes. Approximately 80 people are expected to attend. Alcoholic and nonalcoholic beverages will be served along with appetizers and desserts. The Development Committee thanked Laura and Bill Downes for their generosity and hospitality.

The Spring Appeal letter was delivered to approximately 950 households last week. The goal is to raise \$60K from this final appeal of this fiscal year.

Tickets are now available for the Beachside Bash. Planning is going well, and live music and food has been secured. The committee asks trustees to solicit sponsors and auction items. Shirley will email sponsor information to all trustees.

Total fundraising income to date is \$268K with expenses at \$11K.

Finance and Investments:

The committee updated the 2026 budget to reflect that fundraising will be \$60,000 less than originally budgeted and the position Director of Development will be funded with an anticipated start of October 2025. It is estimated that this position will begin to cover its cost in budget year 2027.

The Library is working with the actuarial firm, Milliman, to terminate 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' and we minimize the cost and administrative burden on the Library. It is anticipated that if we terminate the existing plan it will be in the first quarter of calendar year 2026.

Legal review of the Trust Assets is continuing.

The committee will begin reviewing all financial and investment procedures.

Governance:

Beirne made a motion to approve the bylaws as presented last month. Ryan seconded the motion. The motion passed unanimously.

Beirne made a motion to approve the Executive Board as presented last month:

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

Ryan seconded the motion. The motion passed unanimously.

Beirne brought forward the slate of 4 possible new trustees for Board review. The Board can accommodate up to 20 members. The Board will vote on the proposed candidates at the June meeting.

Strategic Direction:

Sprague presented the Strategic Plan: Goals & Objections. Sprague thanked the committee for all their efforts on this document.

Sprague moved to have the document adopted and to go into effect on July 1, 2025.

Nolan seconded the motion.

The motion passed unanimously.

May Action Items Review:

1. The Scranton Library Friends first book sale of 2025 is on Thursday, May 15 from 4:30 to 7:00 PM (*Must be a member, may join at the door*), Friday, May 16 from 12:00 noon to 7:00 PM, and Saturday May 17 from 10:00 AM to 3:00 PM. Please support the Friends.
2. Please review the information about the candidates for BOT positions in advance of the vote at the June 9 meeting.
3. Save the dates:
 - 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. Please sign up to help. Also, send any suggestions and please help to garner sponsors, activations, etc.
 - Scranton Library Block Party, August 16. Sign-ups to help TBD. (There is no BOT meeting in August).

No Other Business

Beirne made a motion to adjourn; Sprague seconded the motion. Motion passed. The meeting adjourned at 9:05 pm.

Respectfully submitted,
Doreen Shirley