

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, January 11, 2021

CALL TO ORDER: Wiles called the meeting to order at 7:02pm. In attendance were Beecher, Beirne, Craft, Davis, Dennett, Greenwood, Luckenbach, Maney, McCullough, Petrie, Piner, Pullaro, Shirley, Sprague, Stableford, Wiles, Wolf, Library Director Scarpa, Board of Finance Liaison McPherson, and Henry Griggs.

PUBLIC COMMENT: No public comment.

MINUTES: Davis made a motion to accept the minutes of December 7, 2020. Craft seconded the motion. The minutes were approved unanimously as written.

PRESIDENTS REPORT: Wiles shared a thank you note from library staff to the Trustees for contributing to a holiday gift. The library's first town budget workshop will take place Saturday, January 23rd. Wiles requests that board members attend.

The Futures Fund Campaign is fully funded at its \$6 million goal.

Building Project Report: Griggs reported that contractors are still working on the punch list. Griggs thanked Woodie Weiss for persisting on the HVAC issues.

TREASURER REPORTS: Davis presented preliminary December 2020 financials. The income forecast is on track for the end of the calendar year. The total operating income forecast is unfavorable to the budget by \$72,000, related to the Town recapture of \$175,000 (\$18,750/month through June), which was offset by \$117,000 in the federal Paycheck Protection Program funds.

The expenses forecast is favorable to the budget by \$45,000 due to savings in salaries, programs, library materials, physical plant, and other areas. Savings are partially offset by Pension Fund expenses, reopening and COVID related expenses. The budget is forecasting net operating loss of \$27,000.

Balances were up across three trust funds. The Finance Committee will meet next week to review the previous year and recommend adjustments.

DIRECTORS REPORT: Scarpa presented usage statistics from November and December. Circulation increased 44% compared to September and October. Circulation of digital items and program attendance continue to be very high.

Walk-in services must be suspended upon the recommendation of the Health Director due to increasing COVID cases. Vital services will continue, such as Take Out & Delivery, Chromebooks loans, and wireless printing.

SCRANTON LIBRARY FRIENDS: Piner reported that through funding from three different sources, the Friends purchased a 20x30 foot outdoor tent with a heater, removable sides, and lights. The

Friends donated the tent to the library. It will be used for fundraising events and ultimately for event rentals.

OLD BUSINESS

Action Items Review: Petrie led the action items review.

NEW BUSINESS

Recommendation to Approve the Draft Audit for FY19/20: Pullaro presented the draft audit for fiscal years ending 2019 and 2020. Dennet made a motion to approve the draft audit as presented, Craft seconded the motion. Approved unanimously.

COMMITTEE REPORTS

Governance: No report.

Finance and Investments: Included in Treasurer Report.

Strategic Direction: The Committee is preparing a progress report that will be shared in February.

Audit: Included in New Business.

Development: Brick sales have raised \$11,000 to date. Greenwood presented this year's fundraiser: Valentine's Day Raffle with a drawing February 14, 2021. Tickets cost \$20 and can be purchased online.

NEW ACTION ITEMS REVIEW:

- All trustees should sell raffle tickets and sign up to sell tickets downtown.
- Attend the town budget workshop January 23rd.

EXECUTIVE SESSION: The board participated in an executive session.

ADJOURNMENT: The meeting adjourned at 9:12pm.

Respectfully submitted,
Jessica McCullough
Secretary