

## EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, February 8, 2021

CALL TO ORDER: Wiles called the meeting to order at 7:03pm. In attendance were Beirne, Craft, Davis, Dennett, Greenwood, Luckenbach, Maney, McCullough, Petri, Piner, Pullaro, Shirley, Sprague, Stableford, Wiles, Board of Finance liaison McPherson, Board of Selectmen liaison Murphy, Griggs, Business Manager Kari Castelli, and Head of Public Services Allison Murphy.

PUBLIC COMMENT: No public comment.

MINUTES: Davis made a motion to accept the minutes of January 11, 2021. Dennett seconded the motion. The minutes were approved unanimously as written.

PRESIDENTS REPORT: The library received a FOIA request related to the building project; it was determined that libraries are subject to FOIA. Wiles met with Peggy Lyons and town council to provide the requested information.

The Board of Selectmen will consider a special appropriation request in the amount of \$33,415 for the fourth quarter of 2021 to support two part-time custodians.

Building Project Report: Griggs provided an update focusing on the HVAC system.

Business Manager's Annual Update: Castelli provided an overview of the business manager position and her role in the library organization.

TREASURER REPORTS: Davis reported on preliminary figures for January, which are subject to revision. The revenue forecast shows a shortfall of \$51,000 to budget, attributed to the return of \$150,000 to the town. The fundraising forecast is on track. Expenses are forecast to be under budget by \$37,000, attributed to savings in compensation and benefits due to COVID-related delays. Additionally, savings from physical plant items (utilities, maintenance, etc) help offset unexpected COVID and reopening expenses.

Investment balances ticked down in January consistent with the markets in general. The finance committee met to discuss the Sherman Fund balances; the committee intends to move about 2/3 of the balance from the money market account to a Fidelity trading account and invest the money for greater returns. The finance committee is currently reviewing investment alternatives and options.

DIRECTORS REPORT: Murphy presented the directors report. As of last week, 66% of Connecticut public libraries are open. Online visitors continue to increase as well as use of digital content, such as Kanopy streaming video. Teen programs are increasing thanks to the new teen librarian.

SCRANTON LIBRARY FRIENDS: The Friends will send a membership letter and brochure in February. On March 20 the cabinets will open for book donations; the first book sale is scheduled for Memorial Day Weekend.

OLD BUSINESS

Action Items Review: Petrie led the action items review.

#### NEW BUSINESS

Recommendation to approve revised Unattended Minor Policy: Dennett made a motion to approve the revised Unattended Minor Policy, Petrie seconded the motion. Policy revisions are approved unanimously as written.

#### COMMITTEE REPORTS

Governance: The committee is developing an online self-evaluation to be completed by each Board member. Recruitment efforts need to focus on finance, budgetary experience or development.

Finance and Investments: Included in Treasurer Report.

Strategic Direction: Petrie shared the strategic plan progress report.

Audit: No report.

Development: Shirley thanked all board members who sold tickets to the raffle. The drawing takes place Sunday, February 14 at 2pm.

#### SPECIAL COMMITTEE REPORTS:

Budget Advocacy: Stableford reported on the progress of the ad-hoc committee.

#### NEW ACTION ITEMS REVIEW:

- Direct questions about library closure to walk-in traffic to Sunnie or to the library website.
- Board members are encouraged to attend the Board of Selectmen on Tuesday, February 9th.
- Continue selling raffle tickets.
- Respond to the Friends mailing.

ADJOURNMENT: The meeting adjourned at 8:13 pm.

Respectfully submitted,  
Jessica McCullough  
Secretary