

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, March 15, 2021

CALL TO ORDER: Wiles called the meeting to order at 7:03pm. In attendance were Beecher, Beirne, Craft, Davis, Dennett, Luckenbach, Maney, McCullough, Petrie, Piner, Pullaro, Shirley, Sprague, Stableford, Wiles, Wolf, Library Director Scarpa, and Board of Finance Liaison McPherson.

PUBLIC COMMENT: No public comment.

MINUTES: Stableford made a motion to accept the minutes of February 8, 2021. Craft seconded the motion. The minutes were approved unanimously as written.

PRESIDENTS REPORT: Wiles provided a summary of the March 3 public hearing on the 2021-22 budget. The next hearing takes place on April 28. The Love Your Library raffle raised over \$28,000. Wiles apprised the board of Security 101's FOIA request.

Building Project Report: No major changes since February 2021.

TREASURER REPORTS: Davis reported that revenue is running slightly behind forecast, but an additional \$15,000 in donations received in March will help close the gap. The Love Your Library raffle's income came in January and February. In February, the PPP loan was approved for forgiveness; those proceeds are noted as income in February. Lastly, the Board of Finance approved the library's special appropriation request of \$32,000.

Expenses remain forecasted to be under budget. This is largely attributable to savings in compensation and benefits due to Covid related delays and savings from physical plant.

Investment balances grew in January consistent with the markets in general. Interest and dividend income from Trust 1 and 2 were transferred into the operating account in February, consistent with the planned budget.

DIRECTORS REPORT: Scarpa reviewed February's usage statistics which, except for in-person visits, remained steady. Scarpa highlighted two current projects: the "library of things" and the pollinator pathway garden. Custodians are being interviewed; once hired the library will expand seating and hours.

The library is now open to walk-in visitors, 25 people can visit the library at a time. Although the Governor increased capacity limits, this does not affect the library due to social distancing guidelines. As of this week, 73% of Connecticut libraries are open and of that only 28% offer walk-in service.

Stableford acknowledged Scarpa for communicating to the public about library services and resources.

SCRANTON LIBRARY FRIENDS: Piner reported that the book donation cabinets will open soon. Starting on March 16 the propane tank and tubing for the tent will be installed. The Friends membership mailing was sent and responses are consistent with last year.

OLD BUSINESS

Action Items Review: Petrie led the action items review.

NEW BUSINESS

A new ad hoc committee, Capital Improvement/Building & Grounds Committee, will be created to develop a 5-year plan of anticipated capital expenditures.

COMMITTEE REPORTS

Governance: The committee will send the online self-evaluation to each board member. Recruitment efforts need to focus on finance, budgetary experience, and development.

Finance and Investments: See Treasurer Report.

Strategic Direction: No report.

Audit: Pullaro presented the completed audit of the library's financial statements as of June 30, 2020 and 2019.

Development: April 7 is Library Giving Day and an appeal will be made. The committee is planning fundraising events for June.

SPECIAL COMMITTEE REPORTS:

Budget Advocacy: Stableford reported the Board of Selectmen passed the library's budget unanimously. The committee was successful in generating support for the library budget and communicating that support to elected officials. A final public hearing takes place April 28.

NEW ACTION ITEMS REVIEW:

- Attend the public budget hearing on April 28.
- Consider community groups for liaison relationships.
- Volunteer for the new ad hoc Capital Improvement Committee.
- Nominate names for board recruitment.
- April 7 is library giving day.

ADJOURNMENT: The meeting adjourned at 7:52pm.

Respectfully submitted,
Jessica McCullough
Secretary