

E.C. Scranton Memorial Library
Minutes of the Board of Trustees of June 21, 2021
Venue: The E.C. Scranton Memorial Library

Present: Christine Beirne (remote), David Beecher (remote), Donald Craft, Rick Davis, Tyler Dennett, Keith Luckenbach, Michael Maney, Fillmore McPherson, Paul Petrie, Betsey Piner, Francis Pullaro (remote), Sunnie Scarpa, Doreen Shirley, Paul Sprague, Bill Stableford, Nicole Wiles

- I. President Wiles called the meeting to order at 7:05 pm
 - A. Welcome back!
 1. First meeting held at 801 Boston Post Rd. since October, 2019.
 2. First in-person meeting since February, 2020.
 - B. Good to know that meetings can be held electronically as well as in person: might help during bad weather.

- II. There was no Public Comment

- III. The minutes of the May 17, 2021 meeting were approved unanimously after a motion by Bill Stableford and a second by Don Craft.

- IV. Nicole Wiles gave the President's Report
 - A. The Chamber of Commerce Business Expo occurred June 19.
 1. Nicole, Bill Stableford, and Rick Davis attended
 2. The event occurred outdoors and was a success; the Chamber hopes to make this an annual event
 3. Bill Stableford noted that it's a good thing for representatives of the library to appear at events such as this one in order to keep the library in the public eye.
 - B. Madison's Fourth of July parade will step off at 10 AM from Samson Rock Rd.
 1. Four golf carts from Mickey Hawkes have been procured for Friends of the Library members
 2. All Trustees are welcome to march with the delegation
 - C. A non-profit network (or council) is being established in Madison
 1. Scranton Library will be involved and will network with approximately forty other town non-profit organizations
 2. Three sessions of this group, to be held at Scranton Library, are scheduled for the fall
 - a. First meeting to be held September 14
 - b. Jackie Downing, the Director of Grantmaking and Nonprofit support of the Community Foundation of Greater New Haven, will speak at the first meeting on nonprofits' strategies after COVID
 - c. Fillmore McPherson noted that a similar Madison group had organized around ten years ago
 - 1) Purpose of that group was to ensure that no conflicts occurred regarding groups' events
 - 2) Nicole thought that would be a good additional purpose of the group
 - D. The library's pollinator garden has been in the news.

- E. The Library Chat is ongoing
- F. Building update
 - 1. A screen has been placed around the generator
 - 2. The sidewalk by the library is being rebuilt
 - 3. Other tweaks are being taken care of as they become apparent

V. Rick Davis gave the Treasurer's Report

- A. Overall, good news: May and year to date income are on target along with operating expenses
- B. Fundraising revenue is 10% over budget
- C. Pension revenues are where they should be
- D. Fund balances had a very nice increase in May
 - 1. June hasn't been as successful
 - 2. Per investing policy, 70% of the portfolio is invested in equities, the remainder in income-producing instruments
- E. Regarding the pension plan
 - 1. the plan was frozen in 2014
 - 2. some documents were missing at the time
 - a. An updated plan was submitted to the IRS
 - b. The IRS approved the plan
 - c. All pertinent documents are now in the library, with counsel (who will review annually), and with the actuary.
 - d. Nicole thanked Rick for his perseverance in bringing the issue to a satisfactory resolution

VI. Sunnie Scarpa gave the Director's Report

- A. In-person visits to the library went up from 1,874 in May to 6,084 in June—website visits also increased.
- B. The number of library cards issued in May was the most ever in one month
- C. Library programs continue to run apace
- D. A training day for staff occurred earlier in the month
 - 1. Topics included:
 - a. Freedom of Information Act
 - b. safety protocols
 - c. cardiac emergency training
 - d. department updates
 - 2. a motivational speaker also appeared
 - 3. the day concluded with ice cream provided by the Trustees—many thanks
- E. Five part-time workers were hired after the budget passed
 - 1. very competent
 - 2. will allow Tuesday and Saturday hours to be extended
- F. Sunnie distributed marketing folders, which included
 - 1. a "Looking Forward" letter from the director
 - 2. a brochure describing hours and facilities available at the library
 - 3. "Top 10 Things to Know About Your Library"

- VII. Betsey Piner gave the Friends of the Library report
 - A. There have been two book sales since the May meeting
 - 1. the May book sale garnered \$7451—several dealers became members of the Friends at this sale
 - 2. the June sale garnered \$2956
 - 3. thus, two book sales raised \$10,409—the Trustees applauded this news
 - B. Next book sale will occur July 23-24—to be part of the Chamber of Commerce’s sidewalk event
 - C. A mini-golf event (“Library Links”) is being planned
 - 1. will occur inside the library in November
 - 2. Friday will be for adults and Saturday for families
 - 3. A sponsorship can be had for \$2500, and individual holes can be sponsored for \$250
 - D. Amy Chang achieved her GoFundMe goal for the recent concert
 - E. The Friends are ready for the Independence Day parade

VIII. There was no old or new business to be reported

IX. Michael Maney reported for the Governance Committee

- a. He moved that the bylaws be amended to include

Article V:

There shall also be the following standing committees:

* *

6. *Building and Grounds Committee* and

Article XII: STANDING COMMITTEES

7. *Building and Grounds Committee: This committee shall be responsible to the Executive Committee and the Board of Trustees for the care of all Library buildings and grounds.*

- B. Paul Petrie seconded the motion and it passed unanimously

X. Paul Petrie reported for the Strategic Direction Committee

- A. An updated report will be distributed at the July meeting
- B. Currently, the library is in the second quarter of the second year of the plan

XI. Francis Pullaro reported for the Audit Committee

- A. An engagement letter with the auditor is being prepared to ensure Scranton Library is within the law regarding its audit obligations
- B. Would like to go over the audit once it’s prepared

XII. Nicole Wiles gave the Development Committee Report

- A. Scranton Shops raised nearly \$23,000—vendors will be contacted for their reactions to the event

- B. Nicole reminded Trustees that annual fundraising efforts will start again on July 1 and that the fundraising goal for FY22 will be the same as for FY21

XIII. Bill Stableford reported for the Buildings and Grounds Committee

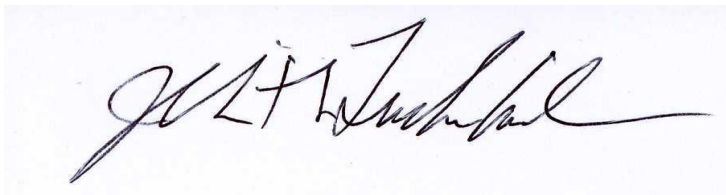
- A. Eight members of the committee are meeting biweekly
- B. A five-year rolling maintenance plan has been established
 - 1. the plan has to do with service contracts and the like
 - 2. Kari Castelli, Rick Davis, and Nicole Wiles have been extremely helpful in this process
- C. The Committee will focus on the library building and 81 Wall St.
 - 1. Colliers, working pro bono, will assist with what needs to be done
 - 2. grants will be pursued to take care of identified structural problems with the buildings
- D. Paul Petrie asked if anything can be done about people turning right into the parking lot
 - 1. sign is clear that cars are to turn left only
 - 2. a security camera is in place in the parking lot
 - 2. The Building and Grounds committee will brainstorm regarding this issue

XIV. New Action Items were reviewed

- A. March in Madison's Independence Day parade
- B. Be alert for Nicole's e-mails regarding volunteer opportunities

XV. The meeting was adjourned by general assent at 8:10pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Keith Luckenbach", is centered on a light blue rectangular background.

J. Keith Luckenbach, Secretary pro tempore