

## **EC Scranton Memorial Library**

Minutes of the Board of Trustees Monday, September 20, 2021

CALL TO ORDER: Wiles called the meeting to order at 7:00pm. In attendance were Beirne, Dennett, Greenwood, Luckenbach, Maney, McCullough, Petrie, Piner, Pullaro, Shirley, Sprague, Stableford, Wiles, Wolf, Board of Finance liaison McPherson, Building Committee member Griggs, Head of Public Services Allison Murphy, and Library Director Scarpa.

PUBLIC COMMENT: No public comment.

MINUTES: Stableford made a motion to approve the minutes from July 19, 2021. Dennett seconded the motion. The minutes were approved as written.

### SPECIAL PROGRAMS:

Quarterly Staff Report: Allison Murphy reported on the activities in the Public Services department and highlighted the Library of Things.

Update on Building Project: Griggs reported that the sidewalk work was completed and paid. New bike racks will be delivered. Weiss is working to eliminate use of fossil fuels in library buildings and reports that the library will receive about \$12,000 in Eversource credits from selling electricity back.

PRESIDENTS REPORT: Wiles thanked Maney and Petrie for their contributions to the library board of trustees. Both served on the board for 9 years.

Homecoming weekend is scheduled for Friday October 1, 4-7pm. A dedication and ribbon cutting for the Schumann Children's Library will take place on Saturday, October 2 at 10am.

Finally, officers conducted Scarpa's annual performance review and goal setting.

TREASURER REPORTS: Dennett reported that both revenue and expenses are on track to come in on budget. Fund balances grew in August, consistent with markets. The library's funds are fully invested in accordance with the investment policy.

DIRECTORS REPORT: Scarpa reported usage statistics for August and the fiscal year. Reports will now include wifi sessions and room use. Scarpa is preparing the annual report to the State of Connecticut and the library's annual report. Additional work includes pursuing new grant opportunities, goal setting with library supervisors and employees, and adding part-time staff to expand Saturday hours.

SCRANTON LIBRARY FRIENDS: The Friends pledged an additional \$13,000 to the library, bringing the total contribution to \$30,000. Four library book sales generated over \$10,000. The Friends are organizing the Library Links 2021 fundraiser, taking place November 5-6.

### OLD BUSINESS

Action Items Review: Petrie led the action items review.

## NEW BUSINESS

No new business.

## COMMITTEE REPORTS

Governance: Beirne made a motion to approve the slate of executive officers, Dennett seconded.

The executive offers were approved:

- President: Nicole Wiles
- Vice President: Keith Luckenbach
- Treasurer: Rick Davis
- Secretary: Jessica McCullough

McCullough made a recommendation to approve Nancy Gagliano for the position of Trustee, Sprague seconded. Nancy Gagliano was approved.

McCullough made a motion to approve Chip Walz for the position of Trustee, Dennett seconded. Chip Walz was approved.

The Governance Committee will now begin the process of onboarding new trustees and updating committee membership. The Committee will also undergo a bylaws review.

Finance and Investments: See Treasurer Reports.

Strategic Direction: Paul Sprague will act as Chair after Petrie leaves the board.

Audit: No report.

Development: Wiles reported that an appeal letter was sent. Carl Zimmer presented on August 24 as a thank you to those who donated \$250 or more. Bricks will be added to the patio once a year; there will be a delay between purchasing a brick and its installation.

Building and Grounds: The Committee is developing a 5-year maintenance plan for the building and a plan for maintaining the outside grounds. A cost estimate for renovating 24 Wall and the Ichabod Scranton House is also under development.

## NEW ACTION ITEMS REVIEW:

- Reply to Wiles' call for donations at the Homecoming event.
- Contribute \$20 to establish Board Fund; details forthcoming.
- Contribute sponsorship ideas for the Library Links event.
- Attend Homecoming and/or Schumann Children's Library dedication events.
- Send personal notes of thanks to those you know on the monthly donor list.

ADJOURNMENT: The meeting adjourned at 8:56pm.

Respectfully submitted,  
Jessica McCullough  
Secretary