

## **EC Scranton Memorial Library**

Minutes of the Board of Trustees Monday, October 18, 2021

**CALL TO ORDER:** Wiles called the meeting to order at 7:01pm. In attendance were Beirne, Craft, Davis, Gagliano, Luckenbach, McCullough, Piner, Shirley, Sprague, Stableford, Walz, Wiles, Wolf, Library Director Scarpa, Board of Finance liaison McPherson, Building Committee liaison Griggs, and Consulting Actuary at Milliman Michelle Boyles.

**PUBLIC COMMENT:** No public comment.

**MINUTES:** Stableford made a motion to approve the minutes from September 20, 2021. Craft seconded. The minutes were approved as amended.

### **SPECIAL PROGRAMS:**

Actuarial Report: Davis introduced Michelle Boyles, Consulting Actuary at Milliman. The library's pension plan is frozen - both new participation and contributions - and is in compliance with the law. Boyles gave a presentation on topics in pension law and the funding valuation as of July 1, 2021. The library is exploring options for terminating the pension plan to avoid future liabilities.

Update on Building Project: Griggs reported that the general contractor, Enterprise, remains the responsible party for the library building and that progress is being made on the "punch list."

**PRESIDENTS REPORT:** The library will present an update to the Board of Finance on October 20. Staff appreciation and holiday kickoff event will take place Tuesday, November 30 at 8:30am. Finally, Toast of the Town is scheduled for Thursday, December 2 at 5:30pm to thank donors and celebrate the library's accomplishments.

All board members present reviewed and signed the Conflict of Interest, Code of Ethics, and Board Expectations documents. Beirne will develop a policy and manage the newly created Board Fund.

Wiles presented a remembrance of Joan O'Neill, former Friends of the Library President and passionate advocate for the library.

**TREASURER REPORTS:** Davis reported that income for the first three months of the fiscal year is on track to come in very close to budget, assuming that future activity comes in on budget. Fund balances were off approximately \$110,000 for September, consistent with the markets in general.

**DIRECTORS REPORT:** Scarpa presented the September statistics and reported that room reservations are robust. Scarpa is reviewing and monitoring the budget after the first quarter. The draft 2020-21 Annual Report was shared with the board.

**SCRANTON LIBRARY FRIENDS:** Piner explained that attendees can make reservations online for the upcoming Library Links fundraiser, November 5 and 6. The Friends are seeking sponsorships and volunteers.

## OLD BUSINESS

Action Items Review: Luckenbach led the action items review.

## NEW BUSINESS

Recommendation to approve Security Camera Policy: Stableford made a motion to approve the Security Camera Policy, seconded by Davis. The Security Camera Policy was approved.

Recommendation to approve Notary Policy: Davis made a motion to approve the Notary Policy, seconded by Craft. The Notary Policy was approved.

## COMMITTEE REPORTS

Governance: New trustee orientation took place on October 12. Final committee assignments will be completed soon. The Committee will begin a bylaws revision and board evaluation.

Finance and Investments: See Treasurer Reports.

Strategic Direction: No report.

Audit: No report.

Development: This year's raffle, Year in the Heart of Madison, will take place in February with a drawing on February 14, 2022. The Scranton Shops event is scheduled for Friday, June 3, 2022.

Building and Grounds: Stableford reported that Enterprise continues to fix problems that have arisen. The Committee is exploring grants and funding sources for renovating the library's two outbuildings.

## NEW ACTION ITEMS REVIEW:

- Board of Finance Meeting, October 20
- Staff appreciation day, November 30
- Toast of the Town, December 2
- Reserve your Tee Time for Library Links, and send sponsorships to Piner
- Write and send personal thank you notes to donors
- Contribute to the Board Fund

ADJOURNMENT: The meeting adjourned at 9:02pm.

Respectfully submitted,  
Jessica McCullough  
Secretary