

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, January 10, 2022

CALL TO ORDER: Wiles called the meeting to order at 7:04pm. In attendance were Beirne, Buckley, Davis, Gagliano, Luckenbach, McCullough, Piner, Pullaro, Shirley, Sprague, Stableford, Walz, Wiles, Wolf, Library Director Scarpa, Board of Finance liaison McPherson, and Bob Serow.

PUBLIC COMMENT: No public comment.

MINUTES: Shirley made a motion to approve the minutes from December 6, 2021. Stableford seconded. The minutes were approved as amended.

SPECIAL PROGRAMS

Update on Strategic Plan: Wiles introduced Bob Serow who consulted on the development of the current strategic plan which is approaching its third and final year. Sprague will schedule a retreat, facilitated by Serow, to review pending items in the existing strategic plan and determine how to move forward at the conclusion of the existing plan.

Update on Building Project: No report.

PRESIDENTS REPORT: The budget workshop with the town will take place on Monday, January 24 at 5:30pm. Wiles reported on a recent Executive Committee meeting. Attorney General William Tong visited the library recently.

TREASURER REPORTS: Davis presented the budget through November, 2021. Income is favorable to the forecast by approximately \$66,000; expenses are favorable by approximately \$30,000. To date, fundraising for 2021-22 has been successful.

After a review of the pension plan and costs associated with terminating it, Davis concluded that the board should not terminate the pension plan at this time. Minimum funding requirements for this fiscal year and next year are heavily reduced. Davis will share this information with the town.

The fund balances show an increase, primarily due to stock donations.

DIRECTORS REPORT: Scarpa presented usage statistics for the first half of the fiscal year. Circulation increased 114% compared to the same period 2020-21. The library averages 6,000 visitors per month. There have been 842 room uses with approximately 3,800 people.

Due to the rise of infection rates, most programming moved online. The library was awarded an ALA Veterans Micro grant which will fund a 3-part series for veterans in our community this spring. A new partnership with Madison Lyric Stage will offer free previews of upcoming performances.

SCRANTON LIBRARY FRIENDS: Buckley reported that the Friends earned \$348 from the recent bow fundraiser. A pop-up cookbook sale will take place in January; larger book sales are planned for June and September.

OLD BUSINESS

Action Items Review: Luckenbach led the action items review.

NEW BUSINESS

Presentation of Bylaws Revision: McCullough presented a new draft of the bylaws. Changes aim to simplify the nomination and election process and timing for new trustees and executive committee members. The board discussed additional changes. The Committee will distribute an updated draft ahead of the February meeting, to be voted on in March.

COMMITTEE REPORTS

Governance: The Committee is seeking names for nominations of new trustees. A board self-evaluation will be distributed later this month.

Finance and Investments: No report.

Strategic Direction: Sprague reported that most items in the strategic plan have been completed. The Committee will determine what to do when the plan expires at the end of this year, in consultation with Bob Serow.

Audit:

Beirne moved to approve the draft audit for the years ending June 30, 2021 and 2020 completed by Murphy & Company. Walz seconded the motion. The audit was approved unanimously.

Development: Wiles reported that the library received a \$50,000 donation in response to the annual appeal. The A Year in the Heart of Madison winter raffle will take place in January and February. The goal is to sell 2,000 tickets.

Building and Grounds: Henry Griggs submitted a grant application to Preservation Connecticut for renovations on the Ichabod Scranton House.

NEW ACTION ITEMS REVIEW:

- Attend the budget workshop on January 24, 5:30 - 7:00pm.
- Send suggestions for bylaws revisions to McCullough
- Complete the trustee self-evaluation
- Send nominations for new trustees to McCullough
- Plan to attend a strategic planning retreat on February 26
- Sign up for three one-hour shifts to sell raffle tickets

ADJOURNMENT: The meeting adjourned at 8:42pm.

Respectfully submitted,
Jessica McCullough
Secretary