

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, February 14, 2022

CALL TO ORDER: McCullough called the meeting to order at 7:04. In attendance were: Beirne, Buckley, Gagliano, McCullough, Piner, Pullaro, Shirley, Sprague, Walz, Wolf, Library Director Scarpa, Business Manager Castelli and Head of Public Services Murphy.

PUBLIC COMMENT: No public comment.

MINUTES: Shirley made a motion to approve the minutes from January 10, 2022. Beirne seconded. The minutes were approved.

SPECIAL PROGRAMS

Staff Report: Kari Castelli detailed the responsibilities of her position as Business Manager as well as those of Lindsay Greco, Administrative Assistant.

Update on Building Project: No report.

PRESIDENTS REPORT: Budget Workshop Update: Thank you to Sunnie for delivering a concise and positive presentation to the Board of Selectman and Board of Finance. Also, thanks to Rick for providing clarity on the recent IRS rule changes to the Defined Benefit Pension plan.

Save the Dates:

February 26 th, 10 am to 2 pm. In person at the Library, Strategic Plan Retreat. Paul Sprague will provide details during his report.

March 2, 7 – 8 pm. Hybrid, Polson. Public budget hearing. This next step in the budget process includes the Board of Selectman presenting their recommended budget to the community and to the Board of Finance.

April 29, 3:30 – 4:30 pm. Staff Training Day. The Board is invited to join the library staff on Friday, April 29th to participate in a Diversity, Equity, and Inclusion (DEI) workshop delivered by Drakes & Burton Consulting. The staff and board session will discuss why DEI is important in and beneficial to libraries, with an emphasis on the myth of neutrality and suggestions for action. Drakes & Burton will assess participant reactions and contributions throughout the workshop and adapt content to best suit the needs of the group. The workshop is designed to meet participants where they are, establish historical and linguistic foundations for current and future conversations, and lead participants toward action. A sweet treat with staff will follow.

Scranton in the News

Thanks to a \$1,000 donation by the Garden Club of Madison, the Library will continue to offer gardening and environmental programming, including presentations by master gardeners Carol Chernega and Samantha Pullaro.

TREASURER REPORTS: The forecast shows a year end “profit” of approx \$82k, attributable to an income forecast projected to exceed budget by \$112k and expenses projected to exceed

budget by \$28k. The solid income is attributable to a robust annual appeal through December, and the Friends increasing their contribution this fiscal year.

As always, the forecast assumes that the remainder of the year comes in on budget. At this point, I'm unaware of any showstoppers.

DIRECTOR'S REPORT: Scarpa presented usage statistics. Due to a rise in infection rates programming has been rescheduled or virtual. Scranton Library has applied for 5 grants, three of which have been awarded to date. Director Scarpa explained the policy for book removal upon a patron's request. A Request for Reconsideration form is used. Only Madison residents may file this form. If the patron is not in agreement with the director's decision the BOT will become involved.

SCRANTON LIBRARY FRIENDS: Buckley reported that the Friends are working on the next Library Links event. The recent pop-up cookbook sale raised \$195. The spring books sale is scheduled for June 10-11. Collection of books for the sale will begin at the end of March.

OLD BUSINESS

Action Items Review: Sprague led the action items review.

NEW BUSINESS

Presentation of Bylaws Revision:

- Election of Officers – slate of officers presented in April, voted in May, start service in July
- The President cannot serve as President more than 2 consecutive terms
- Governance
 - presents the slate of Officers every two years in the timeframe mentioned above
 - nominations to fill vacancies at the Officer level and Trustees will be made when necessary, at one meeting and voted the next meeting
 - presents nominations of Trustees in May, voted in June, start service in July

COMMITTEE REPORTS

Governance:

If bylaws are approved, we will need to present a candidate for Secretary in May. Contact Jessica if you are interested.

We need candidates for new trustees. Based on preliminary results of the self-evaluation we should be looking for candidates with expertise in the areas of: Fundraising, Legal/Law, Nonprofit Management and Marketing. We need candidates with skills in fundraising, leadership, legal expertise, strategic planning, relationship building

Thank you for completing the self-assessment. Will present full results at next month's meeting after we've had a chance to meet.

Finance and Investments: No report.

Strategic Direction: Sprague reported that the Trustees' Retreat will be held on February 26th.

Audit:

Pullaro made a motion to accept updates to the draft audit report. Sprague seconded. Unanimous vote to accept.

Development: Wolf reported that the 'A Year in the Heart of Madison 2022' raffle was held today. The committee will reach out to the 4 winners to gather 'stories' to be used in next year's promotional material. 1,631 tickets were sold. This is somewhat less than were sold for last year's raffle. The next fundraising event will be 'Scranton Shops 2022' to be held in June.

Building and Grounds: No report.

NEW ACTION ITEMS REVIEW:

- 2/26 save the date 10-2 SD Retreat
- 3/2 7-8 pm public budget hearing to present library budget to BOF
- 4/29 3:30-4:30pm DEI workshop for staff (Diversity Equity and Inclusion) in-person
- Familiarize yourself with the process for when a request comes to remove a book from the collection, in case the BOT is asked to review a decision by Sunnie's team.
- Nominations for Secretary in April, and 3 new trustees to Jessica
- Francis to put out an RFP for new auditor
- Save the date for Scranton Shops first week in June

ADJOURNMENT: The meeting adjourned at 8:00pm.

Respectfully submitted,
Doreen Shirley
Trustee