

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, July 18, 2022

CALL TO ORDER: Nicole Wiles called the meeting to order at 7:01pm.

In attendance: Bill Stableford, Nancy Gagliano, Sunnie Scarpa (Library Director), Chip Walz, Keith Luckenbach, Cindi Schneider, Allison Murphy (Head of Public Services), Doreen Shirley, Nicole Wiles, Christine Bierne, Tod Van Kirk, Betsey Piner (liaison Friends of Scranton Library), Rick Davis, Fillmore McPherson (liaison Madison BOF), Francis Pullaro, Barbra Buckley.

Not in attendance: Henry Griggs (liaison Building Committee), Janice Wolf, Michele Flynn, Paul Sprague, Sara Greenwood, Scott Murphy (liaison Madison BOS)

PUBLIC COMMENT: No public comment.

MINUTES: Bill Stableford made a motion to accept the minutes of June 13, 2022 meeting with Christine Bierne seconding. Keith Luckenbach asked for a change to the spelling of Scranton Shops on page 2. Minutes approved -as amended-

SPECIAL PROGRAMS:

Update on Building Project: No Report

PRESIDENT'S REPORT: Nicole welcomed new Trustees Tod Van Kirk, Cindi Schneider and Michele Flynn. We will have a reception at the BOT meeting on September 19th at 6:30 to welcome new Trustees.

Christine Bierne will send a link to Dropbox to all BOT members. Nicole asked Committee Chairs to be sure there is a folder for that committee in Dropbox and that the necessary documents are uploaded into those folders.

Beachcombers' Night will be held on August 18th. Scranton Library will participate from 5:30-7:30. Nicole is looking for Trustees to man the table. Table placement TBD.

A Donor Appreciation event will be held on Sunday, September 18th at 4:00. All BOT members asked to attend.

TREASURER'S REPORT: Rick commended the Development Committee for a successful year of fundraising. Total Fund Balances have a healthy balance despite difficult year. Look at annual forecast and annual budget so we can make course corrections as we go along.

DIRECTOR'S REPORT: Sunnie Scarpa reported that the \$60 K over-expenditure correlates with additional grant income of that amount. Sunnie is very pleased with the good press the library is receiving in the newspaper. Year End Statistics: Circulation of physical items up 65% and digital items down 19%. Compared to the 'pre-construction' time period this is a decrease of 44% total circulation. This is comparable to the statewide decline in circulation. In-Person visits up 500% from last year with 10,155 visitors. Room Use average of 385 room users per month.

SCRANTON LIBRARY FRIENDS: The bins have been reopened for the September Book Sale. There will be another mailing in August for Membership. The Friends are currently gearing up for the Library Links event which will be held November 4th (adults) and 5th (family)

OLD BUSINESS

Action Items Review: Luckenbach led the action items review.

4th July parade very good and thanks to Mickey Hawks for the donation of golf carts.

Scranton Shops reception was held to thank our Scranton Shops 2 sponsor. Thank you to Henry Griggs for providing an interesting perspective of Madison through postcards.

NEW BUSINESS:

A recommendation was made to approve Bailey Scarano to audit the Library's financial statements. Francis Pullaro made a motion to authorize Nicole Wiles to sign the proposal and Bill Stableford seconded. Motion approved unanimously.

Francis Pullaro made a motion to authorize Nicole Wiles to sign the engagement letter with Bailey Scarano and Chip Walz seconded. Motion approved unanimously.

Bill thanked Francis and the audit committee for their detailed work.

A recommendation to approve the Memorandum of Understanding between Scranton Library and the Town of Madison. Motion made by Francis Pullaro and seconded by Chip Walz. Motion approved unanimously.

COMMITTEE REPORTS

Building and Grounds:

A discussion of 24 Wall Street was open. Bill Stableford shared the history of the possible users/options investigated of 24 Wall Street. BOT asked to spitball possible uses for the building:

Governance:

Christine Bierne asked all BOT members to review Dropbox and add any committee documents that are missing. Christine shared BOT members should particularly review:

- Document 1.1 Contact list for accuracy of the data. Contact Christine with any inaccuracies
- Code of Ethics, Trustees' Expectations and Conflict of Interest
- Review current committee for accuracy

Governance is looking to create a succession plan for officer roles and committee chairs. Let Christine know of any potential new BOT members.

Finance and Investments: No report

Strategic Direction: The latest version of Strategic plan is in Dropbox

Audit: Nothing Further

Development: Beachcombers' Night will be held on August 18th. Scranton Library will participate from 5:30-7:30. Nicole is looking for Trustees to man the table. Table placement TBD.

NEW ACTION ITEMS REVIEW:

- Share with Bill Stableford any additional suggestions relative to 24 Wall Street
- Look at Dropbox
- Friends Book Sale at end of September
- Beachcombers Night is 8/18
- Donor Appreciation event is September 18, 2022

ADJOURNMENT: The meeting adjourned at 8:55

Respectfully submitted,
Doreen Shirley