

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, December 5, 2022

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

In attendance: Bill Stableford, Nancy Gagliano, Sunnie Scarpa (Library Director), Chip Walz, Cindi Schneider, Doreen Shirley, Nicole Wiles, Rick Davis, Paul Sprague, Michele Flynn, Janice Wolf, Francis Pullaro, Barbra Buckley, Keith Luckenbach, Allison Murphy (Head of Public Services), Betsey Piner (liaison Friends of Scranton Library), Fillmore McPherson (liaison Madison BOF)

Not in attendance: Tod Van Kirk, Christine Beirne, Sara Greenwood, Scott Murphy, (liaison Madison BOS),

PUBLIC COMMENT: No public comment.

MINUTES: Walz made a motion to accept the minutes of the November 21, 2022, meeting with Schneider seconding; Davis asked for addition to 2nd sentence. Motion approved with amended sentence.

PRESIDENT'S REPORT:

President Wiles thanked those Trustees who helped at the Toast of the Town event and Allison Murphy for her presentation. It was a successful event. Wiles asked Trustees for a small donation toward a holiday gift for Scranton Library staff. The Schumann Family has supported Scranton Library for many years and continues to do so. Wiles shared the final version of the Scranton Library promotional video.

TREASURER'S REPORT:

There is no full report for November yet but it was a positive month for investments.

DIRECTOR'S REPORT: Scarpa did not have statistics for November, but she will have year-end statistics available at the January BOT meeting. Scarpa recently attended the Library Director's Summit in Baltimore. She reported that the quality of the content was excellent and validated that we are on the right track.

SCRANTON LIBRARY FRIENDS: Buckley reported that the 'Put a Bow on It' sale is underway.

OLD BUSINESS:

Action Items Review:

- Starting in January 2023 BOT meetings will be on the second Monday of the month
- The Friends of the Library 'Put a Bow on It' event is currently taking place
- The 'Toast of the Town' event was successful
- The Madison Art Society's 'Tis the Season Opening Gala' art auction will be held at Scranton Library on December 8, 2022 in the Johnson Community Room
- The Board of Trustees' self-assessment is forthcoming

NEW BUSINESS:

A recommendation was made to approve the FY 23/24 Operating Budget. Walz made a motion to approve the FY 23/24 Operating Budget; Davis seconded the motion. With one abstention the motion passes.

Presentation of the Draft Audit. Pullaro offered this opportunity for the Trustees to read over the Draft Audit and provide feedback to him by December 9, 2022. Pullaro will send this feedback on to the auditors. The final product will be resented to the BOT in January.

COMMITTEE REPORTS

Audit: Nothing further

Building and Grounds:

Inside painting of the Ichabod Scranton House is expected to start in January and be completed by March. Exterior painting will be done in the spring.

Development:

Over \$34K in donations were received in November. Giving Tuesday donations totaled \$3,025.

The December Appeal will go out mid-December including links to the video and the Annual Report.

In January, Trustees will begin selling 'Year in the Heart of Madison' raffle tickets both outside on Boston Post Road and inside the library. A Sign-up Genius will be distributed to Trustees, and all are asked to participate.

The Madison Art Society's 'Tis the Season Opening Gala' art auction will be held at Scranton Library on December 8, 2022 from 5:30-7:30 in the Johnson Community Room. The Madison Art Society has donated 7 paintings to be auctioned off.

Governance:

No report

Finance:

No report

Strategic Direction

Items highlighted in yellow are due now and committee chairs should update Sprague by the end of the calendar year

NEW ACTION ITEMS REVIEW:

- Wiles will be in touch with BOT about staff appreciation
- Starting in January 2023 BOT meetings will be on the second Monday of the month
- The library's Budget presentation will be held on January 23, 2023 at 5:30. Attend if possible
- The Friends of the Library 'Put a Bow on It' event is currently taking place
- The Madison Art Society's 'Tis the Season Opening Gala' art auction will be held at Scranton Library on December 8, 2022 in the Johnson Community Room
- Get in touch with Pullaro with Draft Audit feedback
- 'A Year in the Heart of Madison' raffle is upcoming and BOT members are asked to sign up to sell tickets.

ADJOURNMENT: The meeting adjourned at 8:00 pm

Respectfully submitted,
Doreen Shirley