

## EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, March 13, 2023

CALL TO ORDER: Nicole Wiles called the meeting to order at 7:00 pm.

In attendance: Bill Stableford, Sunnie Scarpa (Library Director), Cindi Schneider, Doreen Shirley, Nicole Wiles, Tod Van Kirk, Paul Sprague, Rick Davis, Michele Flynn, Christine Beirne, Kari Castelli, Nancy Gagliano, Francis Pullaro, Barbra Buckley, Janice Wolf

Not in attendance: Keith Luckenbach, Sara Greenwood, Friends of Scranton Library, Betsey Piner (Friends liaison), Scott Murphy (liaison Madison BOS),

PUBLIC COMMENT: No public comment.

### MINUTES:

- a. Stableford made a motion to accept the minutes of the January 9, 2023, meeting with Schneider seconding; motion approved.
- b. Stableford made a motion to accept the minutes of the February 27, 2023, meeting with Schneider seconding; motion approved.

### SPECIAL PROGRAMS:.

- a. Administrative Update: Kari Castelli, the Business Administrator of Scranton Library, shared her multiple responsibilities including: finances, human resources, payroll, invoices and BOT reports. Assistant to the Business Manager, Lindsay Greco does the back end of fundraising. This year Castelli and Greco focused on the database which keeps track of donors and donations. Greco explored various alternatives to discover the current database, Neon, is the best fit at this time. Castelli has also worked with the new auditors and feels everything went well. Clover Flex, a manual credit card reader has been purchased for the library and will be kept at the circulation desk.
- b. Update on Building Project: No update.

### PRESIDENT'S REPORT:

Wiles provided an update on the aftermath of the fire that occurred on 2/13/23 at 20 Wall Street. The building was damaged extensively. Madison Fire Marshall DeBurra suspects rags covered in solvent was the cause however the library is awaiting final word on the cause of loss. A meeting with an insurance representative, the claims adjuster, and the HR director from the town of Madison has taken place. An insurance investigator came on 2/24/23 and another on 3/7/23. We continue to wait for word from the contractor's insurance adjuster and a settlement offer.

The Executive Officers met with Director Scarpa to check-in on the goals she created 6 months prior. Scarpa and the Executive Officers feel everything is going very well.

Allison Murphy has accepted the position of Library Director for the East Haddam Library System. The Board recognized Murphy's outstanding contributions to Scranton Library and wished her well in her new position.

The Budget Public Hearing will be held on 4/18/2023 @ 7:00pm. More information forthcoming.

A new BOF Liaison to the library has not yet been selected.

The Budget referendum will be held on 5/16/23 and BOT members are encouraged to vote.

The Scranton Library Staff Development Day will be held on April 21<sup>st</sup>. BOT invited to join the 3:00-4:30 session, 'How to integrate EDI principles in the strategic planning process'.

## TREASURER'S REPORT:

Rick Davis presented that the library remains on target to reach its income budget for the year. The Total Operating Income end-of-year forecast shows expected income of \$1.759 MM vs a Budget of \$1.716 MM resulting in a favorable variance of \$42,677.

The total operating expense end-of-year forecast shows expected expenses of \$1.704 MM, vs a budget of \$1.717 MM, resulting in a favorable variance of \$12,235.

The investment balances shrank by \$78k in February, consistent with the market volatility.

Davis shared that in light of the collapse in recent days of two banks collapsed (Silicon Valley Bank (CA) and Signature Bank (NY)) to be reminded that the library's investments are largely well diversified mutual funds, and its exposure to the financial services sector is limited. Additionally, Guilford Savings Bank (depository) is well capitalized and reserved, mitigating concerns about risk to the library's deposits. Davis will continue to monitor the unfolding activity.

## DIRECTOR'S REPORT:

Scarpa shared statistics for February. Circulation numbers were fairly standard, but website traffic went up considerably. Programs and attendance were consistent, study room use stayed high and meeting room use was back to normal after a dip in December and January.

The North Madison Fire Department sent a note thanking the librarians for donating the pizza gift cards as part of their raffle prize.

Scarpa has interviewed 5 very high quality candidates for the position vacated by Allison Murphy. An offer has been made to one of the candidates. If accepted, the anticipated start date will be mid to late April.

Folk Art dealers, Alan and Penny Katz made a gift to the library by donating 28 pieces of art original part of the General Electric Company's Corporate Art Collection. These pieces have been hung and provide a professional level exhibit throughout the library. Scarpa plans for this to be a permanent display. The Katzes have signed off on the gift and donation policy. Currently, we do not know the value of these paintings. Information about each piece will be put together and be made available to patrons to take a walking tour.

Scarpa provided an outline for the Staff Training Day to be held on 4/21/2023.

## SCRANTON LIBRARY FRIENDS:

Buckley reported a membership mailing went out in February. The Friends are starting to gear up for next November's mini golf with some changes. Book collection bins will open on March 27<sup>th</sup> for the May 18-20<sup>th</sup> Book Sale. There have been complaints made by some members of the public about book dealers at the event. The Friends are considering opening the sale on Thursday evening to dealers. The Friends have applied for a grant for specialized laptop and software with the hopes of increasing online sales.

## OLD BUSINESS:

- a. Action Items Review: None

NEW BUSINESS: None

## **COMMITTEE REPORTS**

Audit: No report

Building and Grounds: Stableford provided historical information about the house on 24 Wall Street and two options for its future with the library.

Option #1: Create a bare bones renovation of the 1<sup>st</sup> floor only so Friends can use for book storage and book sales. It will not be ADA accessible and there will be no public use. 2<sup>nd</sup> floor will remain unoccupied and unchanged.

Option # 2: Demolition of the building to create a downtown greenspace for library and public use.

A tour of the building will be given to Trustees at the beginning of the next Board meeting on 4/10/2023 @ 6:30.

Development:

'A Year in the Heart of Madison' raffle net \$25,580.00. There are a number of other fundraisers in the pipeline.

Governance:

The committee has done the biannual review of the bylaws. They will bring a draft to the Executive Board and then to the full board. Changes and suggestions to the Trustee self-evaluation will be sent out digitally before next meeting. There will be a gap analysis of the Board to look for future skills and qualities needed.

The Board is working to fill 3 to 4 positions. There are currently 16 candidates, 9 who have toured the library. All candidates will be formally interviewed by 2 members of either the Governance Committee or the Executive Committee. The candidate list will be given to the Board in May with voting to take place in June. New Trustees will begin in July.

Finance: No report

Strategic Direction:

Sprague presented an extension of the Strategic Direction plan which had expired in December, by carrying forward the items that repeated every 3-6-12 months. Items highlighted yellow were due this quarter.

## NEW ACTION ITEMS REVIEW:

- Check out the new art in the library.
- Watch for mini golf updates.
- Attend the Budget Public Hearing on 4/18/2023 @ 7:00pm.
- Vote at the Budget referendum on 5/16/23.
- Attend the 3:00-4:40 session of Scranton Library's Staff Development Day will be held on 4/21/2023; 'How to integrate EDI principles in the strategic planning process'.
- Make arrangements to visit 24 Wall if you can't make group tour on 4 /10/2023 @ 6:30.
- Do your self-evaluation before the next Board meeting.

ADJOURNMENT: The meeting adjourned at 9:12 pm

Respectfully submitted,  
Doreen Shirley