

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, April 10, 2023

CALL TO ORDER: Keith Luckenbach called the meeting to order at 7:02 PM.

In attendance: Keith Luckenbach, Richard Davis, Christine Beirne, Barbra Buckley, Nancy Gagliano, Sara Greenwood, Henry Griggs (Building Committee), Francis Pullaro, Cynthia Schneider, William Stableford, Katie Stein (liaison BOF), Tod Van Kirk, Sunnie Scarpa (Scranton Library Director)

Not in attendance: Nicole Wiles, Doreen Shirley, Michele Flynn, Chip Waltz, Janice Wolf

PUBLIC COMMENT: No public comment

MINUTES:

Bill Stableford made a motion to accept the minutes of the April 10, 2023, meeting with Christine Beirne seconding; motion approved.

SPECIAL PROGRAMS:

Update on Building Project:

Henry Griggs reports that everything that can be done is done except stairwell B. Four sub-contractors were involved and a wait for warmer weather caused delays. Full payment upon completion. We are waiting for dry well to be dug and siding to be finished. Chip Phillips has agreed to check the installation of downspouts from above.

Tuesday, May 2 the building committee will meet. The committee will be reduced to 5 members. The committee hopes to wrap up everything by the end of June, 6 years after the committee was started. The building committee is the best committee he's ever worked on.

Bill Stableford thanked Mr. Griggs who will relay the appreciation to the group.

PRESIDENT'S REPORT:

Keith Luckenbach provided the following update:

April 18 at 7:00. The final budget is presented to public.

May 16 is the day of the budget referendum.

April 21. This is the SML staff training day; BOT members are invited from 3:00 - 4:30 PM.

May 8 at 6:30. Tour of 24 Wall Street for BOT members.

If you cannot attend a BOT meeting, please let either the secretary (Doreen Shirley) or the president (Nicole Wiles) know ahead of time.

TREASURER'S REPORT:

Rick Davis shared that he does not have the usual report as Kari has been away.

Nancy and Kari have been working hard on QuickBooks. She shared a sample using February's data. It is easier for Kari to prepare. Kari is populating all of the information. Going forward, they are considering sharing all of the supporting documentation quarterly, but will provide a balance sheet and report each month for the BOT. He expects to continue to provide forecasts for planning purposes.

March's balances were up about \$100,000 from February.

DIRECTOR'S REPORT:

Sunnie Scarpa shared statistics for March. March was the second highest month in terms of circulation, in person visits, and computer use. Programming was 40% higher than the year to date. February's statistics were high too, so the library is in a good trend.

To replace Allison Murphy, Tim Kellogg has been hired to start April 25. Previously, he worked in Guilford, Westbrook, and East Hampton. He wants to work in Madison in particular because of the work culture.

Items on the "watch list" for budget include spring landscaping and the changeover in the security system which has a large initial cost. These items have been addressed through astute planning, so there should be enough to cover them.

SCRANTON LIBRARY FRIENDS:

OLD BUSINESS:

Barbra Buckley reported that the Friends received a bill for the gas tank from Sullivan Oil. Is this the responsibility of SML or the Friends? Sunnie will look into it and get back to Barbra.

NEW BUSINESS:

The Friends are preparing for the Book Sale. They are updating computers and software. The cost for this is more than they have in their budget, so they have applied for a grant to cover this cost.

The Friends are in the process of getting registered as a charitable organization with TechSoup, Newegg, Adobe, and Microsoft which will help with costs.

The Book Sale runs May 18-20. Thursday, May 18 is for members only 4:30-7:00; Friday 12-7:00; Sat 10:00-3:30

Madison Library Mini Golf will be held the first weekend in November. The Friends will be instituting the Madison Mini Golf Cup and invite people in town to generate interest.

COMMITTEE REPORTS

Audit:

The auditor has provided a new engagement letter for the coming year. It has been forwarded to Nicole. The firm is looking at our eligibility for the Covid Employee Retention credit (ERC) program.

Building and Grounds:

See Henry Griggs's report above. Sunnie mentioned an update to security system.

The final fire investigator came by, but the report has not been submitted, so the site has not been released. CIRMA and the contractor's insurance are involved in the next steps.

24 Wall Street tour is next month. Michelle Flynn is working with Bill and Nicole to prepare options for the building with scope of work and cost, including the cost of demolishing the building. Sunnie is working on 3 potential uses for the building.

Tod asked if we have ever applied for NPG (Non-Profit Grant) State award. He has seen similar applications accepted. This is specific bonded program, based on scoring, so there is less competition. On July 1 there will be a call for applications. Tod will be made aware of when the applications are available, so he will let us know.

Development:

Sara Greenwood reports that the Events Committee is working hard on Scranton Shops (June 2 from 6:00-9:00). Their survey indicated that this is a good day. The fundraising goal is \$30,0000 (50% increase). Elite Island Resorts tickets (for a 20% discount on the inclusive resort only) have been obtained again. They are adding silent auction items (Jacque Pepin dinner, band Tuxedo Junction, coaches at DHHS, et cetera). They will do the mystery tree raffle again. Sara pleaded for more sponsorships because the number of them so far is well below last year's after reaching out. Please consider being a sponsor as a BOT member and ask your friends and family too.

The Friends are investigating Raise's Right on-line gift card program. The list of establishments that participate is impressive. A person buys a credit amount with RR, and as it is spent a percentage will go to the library.

Governance:

Next month we will present slate of candidates.

Thank you to those who completed the BOT evaluation form.

We will perform a gap analysis for May meeting.

The slate will be presented in executive session for vote to entire board in June.

Finance:

See above.

Strategic Direction:

No report.

NEW ACTION ITEMS REVIEW:

Budget public hearing on April 18

The referendum on May 16

Notify Doreen or Nicole if you cannot attend a meeting

The Friends Book Sale 5/18-20

Consider a Scranton Shops sponsorship

SML staff PD on April 21; BOT invited from 3-4:30

The Friends mini golf event is the first week in November

The tour of 24 Wall Street is prior to the May meeting at 6:30

ADJOURNMENT: The meeting adjourned at approximately 8:55 PM

Respectfully submitted,
Cynthia Schneider