

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, May 8, 2023

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

In attendance: Nicole Wiles, Doreen Shirley, Chip Waltz, Keith Luckenbach, Richard Davis, Christine Beirne, Barbra Buckley, Nancy Gagliano, Cynthia Schneider, William Stableford, Tod Van Kirk, Michele Flynn, Janice Wolf, Betsey Piner, Paul Sprague, Sunnie Scarpa (Scranton Library Director), Katie Stein (liaison BOF), Tim Kellogg (Scranton Library Head of Public Services), Amanda Felleman (Children's Librarian)

Not in attendance: Sara Greenwood, Francis Pullaro, Henry Griggs (Building Committee),

PUBLIC COMMENT: No public comment

MINUTES:

Bill Stableford made a motion to accept the minutes of the April 10, 2023 meeting as amended with Nancy Gagliano seconding; motion approved.

SPECIAL PROGRAM:

CHILDREN'S DEPARTMENT

Children's Librarian, Amanda Felleman, presented the Summer Reading Program and its theme 'Find Your Voice'. There are reading goals for both dependent and independent readers. Minutes spent reading can be logged into READsquared. Readers will be awarded badges and prizes. There will be a total of 60 children's programs held between 6/26 to 8/11.

The new Summer Drop-Off Program has been funded by Schumann grant. There will be 2 sessions daily; a morning for younger children and an afternoon for older children. Drew Seletti is the program coordinator. The program will focus on 'process over product' including yoga, mindfulness, STEM. The program is currently looking to hire additional staff and is working with Madison Youth and Family Services to get volunteers.

BUILDING PROJECT:

No report

PRESIDENT'S REPORT:

The President thanked Keith Luckenbach for chairing last month's meeting and to the trustees who were able to attend Staff Training Day on April 21st. Wiles congratulated Director Scarpa on her 4th work anniversary.

Wiles provided clarity to the electricity line item on the budget. Because the library is part of the municipal and school plan which pays 7.2 cents rate per kilowatt hour, we are not seeing a spike in cost.

The Budget referendum will be held May 16th. Please vote,

Scranton Shops 2 will be held June 2nd from 6-9 pm. The events committee is asking Trustees to help with the event that night. Assistance is particularly needed to load and unload vendors.

TREASURER'S REPORT:

Davis introduced the new QuickBooks report format created by Kari Castelli, which was generally well received. Flynn suggested inclusion of a % column as well as a commentary column for material items. Additionally, Kari is working on a QuickBooks balance sheet to compliment the Income Statement.

Library performance remains in good shape. The forecast through March remains on target for a positive net income at fiscal year-end, assuming the remainder of the year performs to budget.

The investment balances increased in March and again in April, reflecting a 7% YTD gain through April. However, the markets are likely to remain volatile, which will impact the investments in the short run.

DIRECTOR'S REPORT:

Director Scarpa introduced Tim Kellogg, New Head of Public Services.

Statistics for April showed a Spring effect. Numbers went back down to non-summer monthly average. All circulation numbers took a slight dip. Children's programs have taken a planned break this month. Room use was very consistent.

CT Library Association's annual conference was held in in Mystic, CT. Twelve staff members attended, representing every department. This was an excellent opportunity for networking, staff development and idea gathering. As a member of The CT Library Consortium Scranton Library has saved over \$38K.

SCRANTON LIBRARY FRIENDS:

Buckley has not yet heard about IT grant. The gas bill issue has been resolved. Donations for used books have been down this year and The Friends have put up new signs encouraging donations. There will not be a cut -off for donating books until the sale commences. The Book Sale runs May 18-20.

OLD BUSINESS:

Staff meeting was very good.

Tour of Wall Street was edifying.

COMMITTEE REPORTS

Audit:

Recommendation to approve the audit engagement letter made by Davis, seconded by Flynn. Motion to approve audit engagement letter passed.

Building and Grounds:

Stableford thanked all for touring 24 Wall Street. Trustees were asked to share their impressions of the building and suggestions for its use. Flynn reviewed the substantial issues involved in renovating the building. Flynn recommends going back to the architects to provide a quote to review and update the 2014 study at a price of \$6500. Wiles suggested this suggestion go back to the Building & Grounds committee.

Development:

Fundraising numbers are back on track to reach our goal. There remains \$32K to be raised.

The Events committee has been working very hard to make this Scanton Shops 3 a success. Wiles thanked the committee members for their dedication and hard work. Scranton Shops will be held June 2 from 6:00-9:00. To date 24 vendors have committed \$8,000 in sponsorships has been raised. The committee is now promoting the event. Trustees are asked to visit and help the night of the event.

Governance:

All Trustees completed the self-evaluation. The results were reviewed by the Governance Committee. Bierne reviewed the results. Least represented skills includes: facilities management, IT and legal. Most represented includes: leadership, fundraising, community outreach and HR. Skills missing from the Board include: legal, building engineer, professional fundraiser and finance. Important issues facing the BOT include: decisions on properties, long-term fundraising and BOT succession.

Finance:

Nothing further

Strategic Direction:

No report.

NEW ACTION ITEMS REVIEW:

Scranton Shops is an enjoyable event and will be held June 2 from 6:00-9:00. All trustees are encouraged to attend and help out at the event.

Friends Book Sale will be held May 18-20. Encourage all to donate books

The Town Referendum will be held on 5/16. Please vote.

Nicole recommends we move into Executive Session. Stableford moves. Walz seconded.

EXECUTIVE SESSION

Stableford moved we exit out of Executive Session. Walz seconded.

ADJOURNMENT: The meeting adjourned at approximately 8:58 PM

Respectfully submitted,
Doreen Shirley