

## **EC Scranton Memorial Library**

Minutes of the Board of Trustees Monday, June 12, 2023

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

In attendance: Christine Beirne, Nicole Wiles, Doreen Shirley, Richard Davis, Barbra Buckley, Nancy Gagliano, Sara Greenwood, Cynthia Schneider, William Stableford, Paul Sprague, Michele Flynn, Francis Pullaro, Janice Wolf, Tod Van Kirk, Sunnie Scarpa (Scranton Library Director), Tim Kellogg (Scranton Library Head of Public Services).

Not in attendance: Keith Luckenbach, Chip Walz, Betsey Piner, Katie Stein (liaison BOF) , Scott Murphy (liaison BOS)

PUBLIC COMMENT: No public comment

### **MINUTES:**

Stableford made a motion to accept the minutes of the May 8, 2023 meeting with Flynn seconding; motion approved.

### **PRESIDENT'S REPORT:**

President Wiles announced the 4<sup>th</sup> of July parade will be held on July 4<sup>th</sup>. Mickey Hawkes will provide 4 golf carts. Wiles is asking trustees to join the library group in the parade.

The schedule of BOT meeting for the 23-24 year will be distributed at the next meeting on July 10<sup>th</sup>.

Wiles thanked Janice Wolf for her commitment to the library and the BOT.

Wiles thanked Francis Pullaro for his commitment to the library and the BOT.

Wiles thanked Rick Davis for his commitment to the library and the BOT.

### **TREASURER'S REPORT:**

Davis thanked Nancy Gagliano and Kari Castelli for their guidance and use of QuickBooks.

The forecast remains on track to exceed the net income budget for the fiscal year ending June 30, 2023. This includes favorable variances to both income and expenses, as presented in the P&L handout, and assumes that May and June come in close to budget.

Davis reviewed the P&L and balance sheet as of April 30. The full QuickBooks balance sheet including the building, fixed assets, and grant receivables, remains a work in process that will require additional tweaks (e.g., Grant accounting treatment) through June.

### **DIRECTOR'S REPORT:**

Scarpa shared statistics for May which had the highest door count for this calendar year to date. Borrowing of physical items took a small dip but Room Use was extremely high. What has been known as the 'Circulation Desk' will now be referred to as the 'Borrowing Desk'.

Scarpa thanked her team for the great work done while she was on vacation.

Scranton Library staff has written a statement of inclusivity titled, "Scranton Library DEI Statement". It will be included on the library's website and will be used in recruiting materials, annual reports, pamphlets, flyers and upcoming grant applications.

## SCRANTON LIBRARY FRIENDS:

Buckley commended the help of the staff with the Friends Book Sale which raised approximately \$4,400. The next book sale is in July. The Friends have received grant approval from the Foundation of Greater New Haven to be used for technology needs. This may help with online sales. The Mini-Golf event this coming November will include a celebrity tournament competing for the 'Madison Mini-Golf Cup'.

## OLD BUSINESS:

- a. Nothing to report.

## NEW BUSINESS:

- a. Recommendation to approve Mary Beth Forshaw, John Muller, Ken Nolan, Chris Ryan and Kathryn Webb for position of Trustee. Bierne made a motion with Wolf seconding. Motion passed.
- b. Recommendation to approve Keith Luckenbach for position of President, Cindi Schneider for position of Vice President, and Ken Nolan for position of Treasurer. Schneider made a motion and Wolf seconded. Motion passed.
- c. Stableford thanked those who toured 24 Wall and Michele Fynn for her contributions and guidance to the B & G Committee.
- d. Buckley made a motion to approve pursuing parallel paths to fully and thoroughly evaluate both the renovation and the demolition of 24 Wall Street to be presented to the Board upon the completion of both paths. Flynn seconded the motion. Motion passed.
- e. Flynn made a motion to approve the expenditure of up to \$7500 to fund The Architects to assess two proposed options for future uses of 24 Wall Street. Wolf seconded the motion. Motion passed.
- f. The Board of Trustees thanked Nicole Wiles for her extraordinary efforts on behalf of the library.

## COMMITTEE REPORTS

Audit: No Report

### Building and Grounds:

Landscaping improvements were arranged by Tim Kellogg to be done by Nature's Designs. Scarpa contacted the insurance company to ask the investigators about the delay.

### Development:

Scranton Shops was held on June 2<sup>nd</sup>. Wiles thanked the event committee and Tim Kellogg for helping make the event a success. The event raised approximately \$15,000.

### Governance:

Schneider, Van Kirk and Beirne will notify the new trustees of their acceptance onto the Board. An orientation will take place TBD. They will attend the July BOT meeting.

### Finance and Investments:

Nothing further.

Strategic Direction:

Sprague presented the document of Items that were due at this time last year.

NEW ACTION ITEMS REVIEW:

1. Contact Stableford if you can be in July 4<sup>th</sup> parade.
2. The Friends next Book Sale will be July 20, 21 & 22
3. Save the date for Mini Golf on 11/3

ADJOURNMENT: The meeting adjourned at approximately 8:59 PM

Respectfully submitted,  
Doreen Shirley