

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, September 11, 2023

CALL TO ORDER: C. Schneider called the meeting to order at 7:00 PM.

In attendance: Christine Beirne, Nicole Wiles, Doreen Shirley, Ken Nolan, Mary Beth Forshaw, Sara Greenwood, Nancy Gagliano, Cynthia Schneider, William Stableford, Chris Ryan, John Muller, Paul Sprague, Michele Flynn, Tod Van Kirk, Barbra Buckley, Katy Webb, Sunnie Scarpa (Scranton Library Director), Tim Kellogg (Scranton Library Head of Public Services), Katie Stein (liaison BOF)

Not in attendance: Keith Luckenbach, Chip Walz, Scott Murphy (liaison BOS),

PUBLIC COMMENT: No public comment

SPECIAL REPORTS: None

MINUTES: Wiles made a motion to accept the minutes of the July 10, 2023 meeting with Flynn seconding; motion approved.

VICE PRESIDENT'S REPORT: Annual accountabilities are in Drop Box. New BOT members are asked to sign the Constitution and Bylaws book that all trustees have signed since 1901. There will be an exit interview with Scarpa. A hiring committee is being formed to look for a new Library Director. The Executive Board named Tim Kellogg as interim Director until the time a new director is hired. The Association of Library Boards is hosting a webinar about Intellectual Freedom on September 12, 2023, from 7:00-8:30 pm. Trustees are encouraged to attend.

TREASURER'S REPORT:

The Treasurer discussed the June 30, 2023 and July 31, 2023 Income statements. Both statements are now prepared following the American Institute of Certified Public Accountants (AICPA) statement ASU 2016-14 for financial reporting of not-for-profit organizations. This format requires Unrealized Gains and Losses on Investment Funds be recognized in the current year and Grant Income be recognized upon awarding of the Grant and not receipt of cash. Also discussed was the issue that reporting to the Town of Madison might follow a different format.

For the fiscal year ending June 30, 2023 Total Income was \$2,459,989 which was \$745,823 greater than the budget. Three items account for 90% of this overage. Bequest of \$52,239 more than budget, a Shuman Grant of \$300,000 more than budget and Unrealized Gain on Securities of \$ 314,184.

Total expenses for the year were \$1,828,528 compared to a budget of \$1,716,566 resulting in an \$82,743 overage. Several major items factored into this overage. Unbudgeted Grant Expenses of \$67,607, Physical Plant Expenditures of \$63,739 and a budget underage of \$36,451 in Salaries and Benefits.

For the month of July total revenue (before Unrealized Gains/Losses) was \$144,290 compared to a budget of \$144,174. Total expenses for the month were \$173,443 compared to a budget of \$150,258. The bulk of this difference was caused by Grant Expenditures and Physical Plant costs.

The Board discussed establishing a reasonable level to investigate variances.

The Treasurer discussed both the restricted funds and funds which combined exceed \$5,800,000. Additional data will be presented at a future meeting.

DIRECTOR'S REPORT: Scarpa reported that July is historically the busiest month of the year for the library, however, this July in-person and online visitors and public computer/Internet use was down slightly. In August, in-person visits were up 24% compared to August 2022. Scarpa finished three major projects before leaving Scranton Library: a rough draft of budget for 24-25, the State Report which is due in November and the Internal Annual Report to be given to donors and other stakeholders. Scarpa explained the reason for the long length of time patrons wait for eBooks.

SCRANTON LIBRARY FRIENDS: Buckley reported on the Friends Book Sale held July grossed approximately \$7,000. Their final books sale will be held on September 21st and September 23rd. Ribbons have been purchased for 'Put a Bow on It'. The third annual mini golf tournament event will be held on November 3rd and 4th. The 'Madison Minigolf Cup' event will take place Friday, November 3rd. Family Night will be Saturday November 4th where a magician will be performing.

COMMITTEE REPORTS

Audit: The audit for FY 2023 is underway. Bailey Scarano are the auditors for the library. They performed their audit field work in August for three days. All audit requests were typical and provided. They expect to provide a draft to the Trustees before the November board meeting.

Building and Grounds:

Stableford expressed that the library building is complex and as such there are issues with the HVAC and electrical systems Stableford complimented Kellog for his excellent work dealing with contractors and landscapers. 20 Wall Street Scarpa and Kellogg have hired Atlantic Fire Restoration to restore 20 Wall Street. The vast majority of expenses will be covered by the insurance companies and the committee does not expect out-of-pocket expenses. Parallel paths are being investigated for 24 Wall Street. Trustees will be given all the information simultaneously. On August 3rd a team from Robert B. Hurd returned, have done their evaluation and are preparing their report. On August 16th members of the committee met with Peggy Lyons to bring her up to date and ask her for assistance in guiding them through the town departments.

Development:

Wiles reported income for July and August of \$13,979. On Wednesday, September 13 there will be a fundraising event at J. McLaughlin which will include jewelry from Vanessa Bruder fundraiser. September appeal letters are being mailed soon with a goal of raising \$30K. The Leadership Alliance gathering will be held at the library on September 29th from 5:30-7:00. Wiles thanked Shirley for the creation of the invitations. More than 100 donors have been invited and each trustee is asked to call 5 of these guests within the next week to 10 days. There are already 6 committed founding members. Refreshments will be served and Wiles asked Trustees to attend.

Governance:

Bierne has a draft of the committee composition and expected to be firmed up within the month.

Finance and Investments: Nothing further

Strategic Direction

Sprague thanked those who signed up to be on the committee. Their next meeting in October and a Strategic Plan is expected to be unveiled in July 2024.

NEW ACTION ITEMS REVIEW:

- a. Executive officers to conduct an exit interview with Sunnie
- b. Wiles to forward the link to the Intellectual Freedom seminar to trustees
- c. Nolan to investigate adding comments to explain variances on the accounting reports
- d. Kellogg to investigate the East River Reading Room reservations
- e. Trustees to attend the SLF book sale - Sept 21 - 23
- f. Trustees to attend the JMcLaughlin fundraiser on September 13th
- g. Foreshaw to investigate a Yale Non-Profit Clinic re: tax status at 24 Wall Street
- h. Trustees to contact their five Leadership Alliance invitees, Wiles to provide donation ranges. Trustees to attend the reception on September 29th, 5:30 to 7 pm

ADJOURNMENT: The meeting adjourned at approximately 9:05 PM

Respectfully submitted,
Doreen Shirley