

## **EC Scranton Memorial Library**

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

CALL TO ORDER: Keith Luckenbach called the meeting to order at 7:01 PM.

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

Not in attendance: Sara Greenwood, Chip Walz, Barbra Buckley, Scott Murphy (liaison BOS), Tim Kellogg (Scranton Library Head of Public Services),

PUBLIC COMMENT: No public comment

SPECIAL REPORTS: None

MINUTES:

Flynn made a motion to accept the minutes of the June 12, 2023 meeting with Stableford seconding; motion approved.

PRESIDENT'S REPORT:

Luckenbach welcomed the new trustees. Christine Beirne will contact new trustees about committee assignments. Nancy Gagliano will be the new Audit chairwoman. Luckenbach encouraged all trustees to look in DropBox for important information. Luckenbach would like to be informed of committee meetings in as far in advance as possible. Beachcombers Night will be held the evening of August 17<sup>th</sup> from 5:30-8:00 Trustees were encouraged to drop by the library's tent which will be on the corner of Boston Post Road and Wall Street.

TREASURER'S REPORT:

Treasurer Ken Nolan distributed a summary Financial Forecast for the balance of the year. Total Revenue is forecast at \$1,836,378 compared to a budget of \$1,714,168. This positive variance is a result of Grants of \$107,000 greater than budget, bequest of \$12,239 more budgeted and other miscellaneous revenue increases.

Total Expense are projected at \$1,697,336 which is \$19,230 less that budget. The three main items affecting expenses are projected Grant Expenses of \$44,496 and increased Physical Plant expenses of \$23,612. Offsetting the projected overage in these areas is the projected reduced Salary and Benefit cost of \$74,080.

An Excess of Revenue over expenses of \$139,042 is projected.

DIRECTOR'S REPORT:

Scarpa reported an end-of- fiscal-year statistical snapshot. Circulation, visitors, programming, and attendance were all up compared to the previous fiscal year. Scarpa will be submitting specific numbers to the state of CT in November. Summer programming has started. The free Summer Drop-off program for children between the ages of 5 to 12 years of age started on July 10<sup>th</sup>. An opening reception for the permanent art collection will be held on July 25<sup>th</sup> between 6:30-7:30. Donors Alan and Penny Katz will be in attendance as well as General Electric's full-time art curator. The Katzes have expressed it would be difficult to place a monetary value on the collection. Scarpa discussed this with the library's insurance carrier who does not recommend a supplemental insurance plan for the art because it cannot be replicated. New trustees are encouraged to email Scarpa for a behind-the-scenes tour of the library if they are interested.

## SCRANTON LIBRARY FRIENDS:

Luckenbach reported that the Friends' Book Sale will be held July 20, 21 & 22. Luckenbach thanked the Friends for their participation in the 4<sup>th</sup> of July parade.

## OLD BUSINESS:

- a. Friends' Book Sale will be held July 20, 21 & 22
- b. Friends' Mini-golf event will be held in November.

## NEW BUSINESS:

- a. Beirne shared the following documents with the trustees: Trustee Expectations, Conflict of Interest Policy, and the Code of Ethics. Beirne asked trustees to read all and to sign the Trustee Expectations form and the Conflict of Interest policy.
- b. Beirne will contact new trustees about their committee assignments.

## COMMITTEE REPORTS

Audit: No Report

Building and Grounds: Stableford reported the function of the Scranton Library building is closely monitored by Scarpa and Kellogg. Nature's Design has returned to do landscaping and has been contracted to do routine work in the new fiscal year. Stableford thanked Laura Downes for her volunteer work with weeding and mulching. Scarpa and Kellogg are gathering estimates from 4 contractors for the work to be done on the Ichabod Scranton House post-fire. The library's insurance company has authorized the work to move forward. Robert Hurd of The Architects has agreed to conduct an updated Conditions Assessment of 24 Wall Street.

Development: Wiles congratulated the Development Committee which raised \$206,842 for FY 22-23. A goal of \$218,000 has been set for FY 23-24. The library's donor base will be targeted a bit differently with a customized approach. Wiles asked trustees to tentatively save September 29<sup>th</sup> to attend the inaugural Scranton Library Leadership Forum where donors will be asked to pledge monetary support for each of the next 5 years. Part of the scope of development is community outreach and Wiles encouraged all trustees to demonstrate support for the library by participating in things like Beachcombers Night and the July 4<sup>th</sup> parade.

Governance: No additional report

### Finance and Investments:

No additional report. Question raised: Who is authorized to sign accounts? The by-laws state that the president and the treasurer are signatory.

Strategic Direction: No report at this time.

## NEW ACTION ITEMS REVIEW:

- a. Beirne will contact new trustees about committee assignments.

- b. Look at Dropbox for documents.
- c. Beachcomber Night will be held August 17 from 5:30-8:00. The library's tent will be sent up on the corner of Wall Street and Boston Post Road. Trustees are encouraged to stop by.
- d. An opening reception for the permanent art collection will be held on July 25<sup>th</sup> between 6:30-7:30.
- e. Review the Code of Ethics document.
- f. Read and sign the Trustee Expectations form and the Conflict of Interest form. Return them both to Beirne.
- g. Save September 29<sup>th</sup> to attend the inaugural Scranton Library Leadership Forum.
- h. Visit the Scranton Library Facebook page.

Beirne made a motion to adjourn with Gagliano seconding; motion approved.

ADJOURNMENT: The meeting adjourned at approximately 8:05 PM

Respectfully submitted,  
Doreen Shirley