

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, November 13, 2023

CALL TO ORDER: Keith Luckenbach called the meeting to order at 7:00 PM.

In attendance: Keith Luckenbach, Christine Beirne, Nicole Wiles, Doreen Shirley, Ken Nolan, Nancy Gagliano, Cynthia Schneider, Mary Beth Forshaw, William Stableford, Chris Ryan, Paul Sprague, Tod Van Kirk, John Muller, Barbra Buckley, Katy Webb, Tim Kellogg (Interim Director and Head of Public Services)

Not in attendance: Sara Greenwood, Michele Flynn, Chip Walz, Katie Stein (liaison BOF), Scott Murphy (liaison BOS),

PUBLIC COMMENT: No comment

MINUTES: Stableford made a motion to accept the minutes of the October 16, 2023 meeting with Nolan seconding; motion approved.

PRESIDENT'S REPORT:

A webinar to be held on 11/19/23 held by the association of CT Library Boards. Luckenbach will attend. All trustees may attend.

There will be a Finance Board meeting held on 11/15/23 at 7:00.

Draft budget meeting

Giving Tuesday will be held 11/28/23. Wiles will send information to all trustees that can be sent on to their contacts.

Luckenbach held Sunnie Scarpa's exit interview had on behalf of the officers. Wiles made a motion to discuss in the interview at this meeting's Executive Session.

TREASURER'S REPORT:

ACTING DIRECTOR'S REPORT:

Kellogg shared statistics for last month and for last year at this time. (see handout)

Budget team reviewed fiscal numbers and will meet next Tuesday before it moves to the full board.

New Adult Services and Program Librarian to begin on 11/27/23

Hungry Caterpillar staff did great job on scarecrow.

Ceiling repairs in Bacon Room completed.

Patrons can now place non-consortium interlibrary loan requests online.

Teen and Children's Departments have a new collaborative program. Children will be paired with a teen to improve their literacy skills.

SCRANTON LIBRARY FRIENDS:

Buckley shared SLF started in 1971. In 1991 first book sale and have morphed into a fundraising arm. Unsure of the existence of the Friends over the next year. Currently have 3 officers and 7 members. Mini golf and Book Sales are labor intensive.

Mini golf on Friday evening attendance was poor. Saturday had many children.

Actively trying to recruit members.

Should be able to make a \$40K contribution next year but beyond that is in question.

OCTOBER ACTION ITEMS REVIEW:

a. Support the SLF's *Mini-Golf Tournament* at the Library tournament on 11/3 and 11/4.

Complete.

b. Support SLF's *Put a Bow On It* fundraiser starting on or about Friday, 11/24 and running through 12/20. On-going.

c. Money will be collected for the staff holiday gathering at November's meeting.

Bill Stableford is collecting the donations.

d. A tour of 24 Wall Street on Saturday, October 21 was conducted by Tim Kellogg for interested BOT members. If necessary, additional tours can be scheduled with Tim.

Complete.

e. Trustees to consider signing the Leadership Alliance Pledge Sheet. On-going.

f. Trustees to select one or more businesses to contact about participating in the *A Year in the Heart of Madison* raffle which will be held on February 14, 2024. Please get the commitment forms to the Development Committee by November 21. On-going.

NEW BUSINESS:

Staff Holiday party coordinated by Stableford and Kellogg purchase a \$10 gift card to Dunkin Donuts for each staff member. Event for the staff will be a luncheon activity. Tim will schedule it for mid-December.

COMMITTEE REPORTS

Audit: Audit committee met last Wednesday with Baily Scarno. An unqualified opinion. The financial report

Building and Grounds:

Stableford reported the cost of maintaining the mail building is increasing. Last month we've accumulated \$15K in expenses. Possible need for ½ time facilities manager. Scheduled to meet with Tyler Haskell about the 5-year maintenance plan.

20 Wall Street

24 Wall Street most trustees have had a tour. All encouraged to tour who haven't.

Parallel paths explored for 24 Wall Street. Still waiting for report by Bob Hurd.

Landscaper Bob Kuchta has come up with a proposal if the building is to be demolished with a garden, gazebo and storage shed.

Business incubator was to be considered but libraries do not do that as discovered by Tim's research. The library business/technology center and anyone who chooses to use it will be charged a fee. The reframing is to put it in line with existing library processes. The goal is to

make it more similar to what we are already offering so we don't risk not being in line with our mission.

Development:

Wiles reported as of October \$63K well on track for the year.

November 28th Giving Tuesday goal is \$4K. All trustees should ask our contacts to donate.

Campaign has started through the library.

Wiles will give us an electronic flyer to share with contacts.

Thanks to those helping with the raffle. Businesses have been responsive. November 21st commitment letters. Nicole will get the permit to the town by beginning of December.

Mark calendar for Thursday, December 7th at 5:30 Toast of the Town. Explain wonderful things that have been happening at the library Invite elected officials and donors.

Governance:

Committee will meet on Wednesday to discuss BOT self-assessment review the bylaws to be presented in February. Look at training that may be recommended for all trustees.

Finance and Investments: Nothing further

Strategic Direction:

Committee getting into gear. Draft implementation process. Two November meetings. Hope to present implementation process in December.

NEW ACTION ITEMS REVIEW:

1. Luckenbach will send link to the webinar on 11/29 Board improvement.
2. Finance Board meeting will be on 11/15 at 7:00 pm.
3. November 18, 2023 is Giving Tuesday. Nicole will send a flyer to send BOT members to their contacts.
4. Toast of the Town will be held on Thursday December 7th at 5:30.
5. Get raffle commitment forms from the business by 11/21/23 to Wiles.
6. Contact Buckley for suggestions about the Friends situation
7. Trustees to schedule tour of 24 Wall with Tim Kellogg

Stableford Motion to move to Executive Session. Webb seconded. Motion passed.

Executive Session: The Board went into Executive Session

Discussion of Sunnie Scarpa's Exit Interview.

The search committee has made a recommendation of the next director but there are loose ends. Reference checks. Meet on November 27th at 7:00 hybrid. Resume and cover letter will be given to use prior to the meeting. BOT will vote on 11/27/23.

ADJOURNMENT:

Motion to adjourn made by Nolan; Forshaw seconded.. The meeting adjourned at approximately 9:14 PM

Respectfully submitted,
Doreen Shirley