

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, December 4, 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, John Muller, Katy Webb, Barbra Buckley, Tim Kellogg (Interim Director and Head of Public Services), Steve Moali from Baily Scarano CPA

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

PUBLIC COMMENT: No comment

MINUTES: Forshaw made a motion to accept the minutes of the November 13, 2023, meeting; Webb seconding; motion approved.

PRESENTATION: Annual Audit:

Steve Moalli CPA, from Bailey Scarano CPAs, reported on the audited financial statements for the years ended June 30, 2023 and 2022, for E. C. Scranton Memorial Library.

PRESIDENT'S REPORT:

Luckenbach invited all members to attend the Toast of the Town event to be held at the library on the evening of Thursday, November 7th, 2023. Budget discussions with the town of Madison are currently underway.

TREASURER'S REPORT:

Nolan reported on the financial performance for the 4 months ended October 31, 2023.

Total income is projected to be \$1,806,000 compared to budgeted income of \$1,772,000. This overage is all related to projected fundraising performance that is \$42,000 more than budgeted. Support from the Town of Madison is projected at 1% less than budgeted.

Total expenses, before depreciation, are projected at \$1,817,000 as compared to a budget of \$1,772,000. The budget overage is caused by unbudgeted Grant Expenses (Schuman Grant) and physical plant overages of \$24,000.

Depreciation is projected at \$689,000. Depreciation is a non-cash expense, so that even though it shows an accrued loss there is a positive cash flow.

ACTING DIRECTOR'S REPORT:

Kellogg reported the library's 2023 November statistics. In- person visitors grew 1.7% from last November. Borrowing trends were consistent. Digital circulation increased 33% from last year. Total program attendance increased 9% from last November. The library served 42% more users for all rooms from last November.

The new Adult Services Librarian, Jessie Bernier, started in her position last Thursday. Two part-time reference staff members are leaving this month. Those positions will be posted asap.

The staff Holiday Celebration will be held on Friday, December 15th between 12:00-2:00 in the Johnson Room.

Kellogg reported on the library's collection update.

SCRANTON LIBRARY FRIENDS:

Buckley reported that there have been nine inquiries from interested parties about serving on the Board of the Friends of Scranton Library. The annual bow sale is underway.

NOVEMBER ACTION ITEMS REVIEW:

A.

1. Luckenbach will send a link to the 11/29 webinar sponsored by the Association of CT Library Boards entitled "Library Board Basics". Complete.
2. The Finance Board meeting was held on 11/15 at 7:00pm. Complete. Finance report.
3. November 28, 2023 is Giving Tuesday. Wiles sent a flyer to BOT members to share with their contacts. Complete. Development Report.
4. The Toast of the Town event will be held on Thursday, December 7th at 5:30. Pending. Development Report.
5. Raffle commitment forms from the participating business should be sent to Wiles by 11/21/23. Complete. Development Report.
6. Contact Buckley for suggestions about the Scranton Library Friends membership need. On-going. SLF report.
7. Trustees who haven't yet scheduled a tour of 24 Wall should contact Kellogg. On-going. Development report.

B. Kellogg reported on the budget update after the meeting with First Selectwoman Peggy Lyons and Director of Finance Stacy Nobitz.

NEW BUSINESS:

COMMITTEE REPORTS

Audit: Gagliano moved to accept the statements as presented with minor modifications; Nolan seconded. Motion carried unanimously.

Building and Grounds:

Stableford and Kellogg reported that the HVAC system will require less service than expected but expenses may run between \$10-\$15K. The automatic front door is still broken. Last week an irrigation system was installed.

Atlantic Restoration will be on site soon at 20 Wall Street.

An email was shared from H. Griggs informing that Mike Johnson is interested in preserving 24 Wall Street and putting it back into service.

Bob Hurd is projecting his report of 20 Wall Street will be delivered to the BOT on December 18th.

Development:

Wiles thanked the trustees for promoting Giving Tuesday; approximately \$3K was raised.

Preparations for the raffle are underway. Wiles thanked trustees who helped garner the raffle prize commitments. The prize structures have been finalized and the raffle permit will go to the town December 5th. Raffle ticket sales will begin on January 5th.

December appeal letters have been sent to the printer. The donor base has been segmented for the first time.

The third annual Toast of the Town event will be held on Thursday, December 7th at 5:30 where the town's First Responders will be honored.

Wiles encouraged all trustees to consider participation in the Leadership Alliance.

Governance:

Beirne asked all trustees to complete the self-evaluation. It's intention is to understand what the Board needs. Please return the self-evaluation by the next BOT meeting.

The webinar was attended by 3 members of the Governance Committee. The official slide deck will be added to Dropbox.

Sara Greenwood has resigned her position on the board effective the end of December.

Governance meets with trustees upon exit.

The board now consists of 17 trustees. The Committee is discussing the need for the addition of a new member. Meeting attendance is part of the responsibilities of all trustees.

Finance and Investments:

The Finance Committee met. The first item was the approval of the budget by the Board and subsequently submitted to the Town.

The Committee met with GSY, the fund managers for our pension funds. They provided investment performance data on our pension fund and an economic outlook for investments in general.

The Committee has decided that it will review our endowment performance right after the pension performance is reviewed. We will prepare the investment performance data for the endowment. Using this approach, we will use GSY's investment expertise to view forward-looking investment strategies but prepare our own performance reports.

Both the Pension and Endowment experienced a market value decline of approximately 3% for the quarter ending September 30th. This decline was consistent with all market indices.

Strategic Direction:

Sprague requested Trustees peruse the new Strategic Direction document. Trustees have been identified with responsibilities. If a trustee does not want to take on the responsibility, please ask another trustee to take over. The Strategic Direction committee will use this document to devise the new plan. The next Strategic Direction meeting is December 18th.

NEW ACTION ITEMS REVIEW:

1. Please attend and encourage others to attend Toast of the Town on Thursday, December 7 at 5:30 in the Johnson Room.
2. The SML staff holiday celebration will take place on Friday, December 15 between 12:00-2:00. Please drop by if you can.
3. SLF's "Put a Bow On It" campaign continues from 3:00-5:00 Monday – Thursday until the bows are gone.
4. Nicole will be sending raffle information as well as a link to Sign Up Genius, so you can reserve your times. The raffle is in February.
5. Nicole will re-send the Leadership Alliance information and form out again. Please consider making the 5 year commitment.
6. Christine provided paper copies of the annual Trustee Self-Assessment and will send one via email as well. Please complete these by the January BOT meeting.
7. Paul provided the Implementation Process for the Updated Strategic Plan document. Please review the document to find your participation requirement. Let Paul know any concerns. Their next meeting is December 18.

ADJOURNMENT:

Motion to adjourn made by Stableford; Sprague seconding . All in favor. The meeting adjourned at approximately 9:07 PM

Respectfully submitted,
Doreen Shirley