

**EC Scranton Memorial Library**  
Minutes of the Board of Trustees Monday, January 8, 2024

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

In attendance: Christine Beirne, Nicole Wiles, Doreen Shirley, Ken Nolan, Nancy Gagliano, Cynthia Schneider, Mary Beth Forshaw, William Stableford, Chris Ryan, Paul Sprague, Katy Webb, Chip Walz, John Muller, Tim Kellogg (Interim Director and Head of Public Services), Katie Stein (liaison BOF), Alexa Larson Member of the public)

Not in attendance: Keith Luckenbach, Michele Flynn, Scott Murphy (liaison BOS)

PUBLIC COMMENT: Alexa Larsen, owner of Health Ecology Yoga Systems would like to start a program for human rights focusing on consumer problems, computer crimes and gardening. She reports to be experiencing computer crimes at Scranton Library using her own systems.

MINUTES: Stableford made a motion to accept the minutes of the December 4, 2023 meeting; Webb seconded the motion; 2 abstained; motion approved.

PRESENTATION:

VICE PRESIDENT'S REPORT:

Schneider read a letter from Luckenbach on behalf of the BOT written to Kellogg thanking him for his dedication, expertise, and tireless efforts during his tenure as Interim Director of the library.

Allsion Murphy will be starting as E.C. Scranton Library Director on Wednesday, January 10, 2024. All trustees are invited to stop by and welcome her.

TREASURER'S REPORT:

The Treasurer reported on the financial performance for the 5 months ending November 30, 2023.

Total Income is projected to be \$1,992,000 compared to budgeted income of \$1,772,000. The overage is related to projected fund-raising performance that is \$237,000 more than the budget. The Treasurer and Chairman of the Audit Committee will be meet with the library's external accountants to agree on the proper accounting treatment for pledge income. Depreciation is projected at \$862,000. After non-operating income a Net Operating Loss of \$776,000 is projected. This loss will be subject to the final agreement on the treatment of pledge income.

Total Expenses, before depreciation, are projected at \$1,821,000 as compared to a budget of \$1,772,000. The budget overage is caused primarily by unbudgeted Grant Expenses (Schuman Grant).

The committee will review the library's endowment performance after the pension performance is reviewed. This review is expected to take place mid-February.

Support from the Town of Madison is projected at 1% less than budgeted. The next budget presentation to the BOF will be held on Monday, January 22<sup>nd</sup> at 5:30 at Town Campus. Katie Stein expects a difficult budget season and believes a narrative will be more important this year than in past years. Katie recommends presenters take as much time as needed at the budget hearing. Katie shared that the Board of Finance is the only board that can reduce a budget.

#### ACTING DIRECTOR'S REPORT:

Kellogg reported that December was quieter for in person visitors than December of 2022. Physical circulation was also down compared to last December. Digital circulation continued to increase. Program attendance increased and 6 more programs were added since last December. Room Use has increased 34% from December 2022 to December 2023.

Interviews for a part time reference position will take place this week. The Capira Mobil app will be launched at the end of January. This app has multiple functions.

Leonardo Labs and Exhibits will be set up in the Children's Room. The Children's Room will be closed while the exhibit is being set up. This exhibit will be in place for several months.

The Teen Department will have its first 'After Hours Teen Night' on January 26 at 6:00 pm. This event will be open to 7-12 graders.

#### SCRANTON LIBRARY FRIENDS:

Three new board members were recently installed. The Holiday Bows project grossed approximately \$300.

#### December Action Items Review:

1. The Toast of the Town event was held on Thursday, December 7 at 5:30. Complete.
2. The SML staff holiday celebration was on Friday, December 15 between 12:00-2:00. Complete.
3. SLF's "Put a Bow On It" campaign continued until sold out. Complete
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. On-going. Development Report.
5. Wiles re-sent the Leadership Alliance information and form out again. Please consider making the 5-year commitment. On-going. Development Report.
6. Beirne provided paper copies and sent a link of the annual Trustee Self-Assessment due today. Complete. Governance Report.
7. Sprague provided the Implementation Process for the Updated Strategic Plan document. Please review the document to find your participation requirement. Let him know any concerns. On-going. Strategic Direction Report.

## **NEW BUSINESS:**

1. The Holiday Lights display, which includes the Scranton Library's outdoor lights, was established by the Economic Development Commission and funded by the town of Madison. Sprague proposes that future light displays be turned off at 10:00 pm and be designed to limit light pollution. It was recommended that Luckenbach have a 'good neighbor conversation' with appropriate town personnel.
2. The First Congregational Church is organizing a "Kindness Campaign" in downtown Madison from February 12-19th.

## **COMMITTEE REPORTS**

Audit: The audit has been completed. Final documents are expected from Bailey Scarano.

### Building and Grounds:

The heat exchanger is now working well.

Work continues on 20 Wall.

Hurd Architects informed Stableford that the report on 24 Wall Street is being worked on presently.

### Development:

Leadership Alliance information has been posted on the library's website.

'A Year in a Heart of Madison 2024' raffle is underway. Trustees have been given 10 raffle tickets to sell. Trustees are asked to select timeslots to sell tickets.

### Governance:

Trustees are asked to return completed self-evaluations to Beirne.

Updated bylaws will be presented at the February BOT meeting with a vote to take place at the March meeting.

Finance and Investments: No further report

### Strategic Direction:

The committee met on 12/18/23 and made updates to the implementation process.

## **JANUARY ACTION ITEMS REVIEW:**

1. Please welcome Allison Murphy, the new Director, on Wednesday, January 10 at 9:30 a.m. if you can or at another time that fits your schedule.
2. The budget workshop with the town is on January 22 at 5:30 p.m. at Town Campus. Please attend in person if possible. You can also join on Zoom.

3. Wiles will be sending raffle information as well as a link/QR code to Sign Up Genius. Busy times are noted. Expected heavy foot traffic for selling tickets includes January 18 at 5:30 and January 20 at 10:00. The raffle sales end at noon on February 14th with the drawing at 2:00 pm.
4. Wiles will send Business with a Twist information to the BOT.
5. Please return the annual Trustee Self-Assessment to Beirne by Wednesday 1/10.
6. Sprague provided an updated Implementation Process for the updated Strategic Plan document. Please let him know any concerns/questions.
7. After the budget process, Luckenbach will have a “good neighbor” conversation about the holiday lights for the library.

Stableford made a motion to move into Executive session. Wiles seconded the motion. Motion passed.

#### EXECUTIVE SESSION:

Beirne reviewed the composition of the Board now that Greenwood and Walz have resigned. Per bylaws the Governance Committee candidates can be brought forward to finish out terms.

Ryan made a motion that the Board vote to bring on a nominee from the previous slate of vetted candidates to be voted on to complete the unexpired term of Sara Greenwood starting their official trustee term beginning July 1, 2024. Webb seconded the motion. After discussion the motion passed with one abstention.

Stableford made a motion to move out of Executive session; Wiles seconded the motion. Motion passed.

#### ADJOURNMENT:

Stableford made a motion to adjourn; Webb seconded the motion. Motion passed. The meeting adjourned at approximately 9:00pm.

Respectfully submitted,  
Doreen Shirley