

EC Scranton Memorial Library

Minutes of the Board of Trustees Monday, February 12, 2024

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

In attendance: Christine Beirne, Nicole Wiles, Doreen Shirley, Ken Nolan, Cynthia Schneider, Mary Beth Forshaw, William Stableford, Chris Ryan, Paul Sprague, Barbra Buckley, Katy Webb, Michele Flynn, John Muller, Tod Van Kirk, Allison Murphy (Director), Tim Kellogg (Head of Public Services), Emily Rush (Head of Reference), Katie Stein (liaison BOF),

Not in attendance: Keith Luckenbach, Nancy Gagliano, Scott Murphy (liaison BOS)

PUBLIC COMMENT: No members of the public in attendance

MINUTES: Stableford made a motion to accept the minutes of the January 8, 2024 meeting; Beirne seconded the motion; motion approved.

VICE PRESIDENT'S REPORT:

The Budget Public Hearing (presentation of the budget to the BOF) is scheduled to be held on February 27th at 7:00 at Polson Middle School. This meeting is open to the public and Schneider encouraged the trustees to attend in person, if possible.

A Public Hearing is also scheduled for April 16th at 7:00.

The Association of Connecticut Library Boards is hosting a webinar on February 23rd from 7:00-8:30. Luckenbach has sent the link.

TREASURER'S REPORT:

The Treasurer reported on the financial performance for the 6 months ended December 31, 2023. The focus is on the projected financial performance for the year based on the first 6 months' data and projected known income/expense items.

Total Income is projected to be \$2,004,000 compared to budgeted income of \$1,772,000. This significant overage is related to projected fund raising. Approximately \$240,000 in pledges from the Leadership Alliance have been recorded as income in the current period. The proper recording of the income was discussed with the auditors. As cash is received from the pledges it will go to reduce the pledges receivable. The projection is that we will raise 109% more than the amount budgeted. Support from the Town of Madison is projected at 1% less than budgeted.

Total Expenses, before depreciation, are projected at \$1,744,000 as compared to a budget of \$1,772,000. The forecasted expenses are under budget and below our previous expense forecast.

Depreciation for the year is projected at \$517,000. After non-operating income at Net Operating Loss of \$258,000 is projected. Depreciation is a non-cash expense.

The Treasurer reviewed the five-year historical financial performance of the library. All the data reviewed was taken from the Audited Financial Statements. The library follows GAAP (Generally Accepted Accounting Principles) for not-for-profit organizations. This is very different to Governmental Accounting which the Town of Madison uses. The primary difference being that the library is required to record depreciation as an expense which the Town of Madison does not. Over the past five years the Town has contributed 70% of the funds required by the library including the cost of construction of the new facility.

DIRECTOR'S REPORT:

Allison Murphy thanked Tim Kellogg for his help in her transition back to Scranton Library. Murphy shared statistics including on-line and in-person visitors, physical and digital circulation, program attendance and room use. All have seen an increase from January 2023. Murphy highlighted that Scranton Library currently has the highest Libby statistics in the LION consortium.

Murphy encouraged the trustees to visit 'Leonardo's Labs', a museum exhibition in the Children's Room from the Ithaca Sciencenter. This exhibition was made possible by The Schumann Foundation

The Capira Mobile App is up and running. The app provides access to various Scranton Library services, such as library card, account, the catalog, mobile checkout, mobile printing, and online resources.

Scranton Library's hard copy inventory is growing. eBooks are approximately 7% more expensive than hard cover books.

SCRANTON LIBRARY FRIENDS:

Buckley reported that the Vice President of Scranton Library Friends has resigned. The Friends' computer is now set up. Scranton Library Friends plan to open the bins for book collection on March 21, 2024

JANUARY ACTION ITEMS REVIEW:

1. Please welcome Allison Murphy, the new Director, starting January 10th. Complete
2. The budget workshop with the town was held on January 22nd. Complete
3. Nicole sent raffle information, including Sign Up Genius. The raffle sales end at noon and the drawing is at 2 p.m. on February 14. On-going
4. Nicole will send Business with a Twist information to the BOT. Cancelled
5. Please return the annual Trustee Self-Assessment to Christine by Wednesday January 10th, if not already submitted Complete
6. Paul provided an updated Implementation Process for the updated Strategic Plan document. Please let Paul know any concerns/questions. On-going
7. Keith arranged for a "good neighbor" conversation with the town about the holiday lights for the library. Complete

NEW BUSINESS:

Emily Rush, Head of Reference, is the representative of the Legislative Committee CT Region 5. Rush reported there are two newly hired reference librarians. Many programs are currently in place. January 26th's Teen Night was very successful with approximately 40 teens in attendance. There are adult craft programs and two new book clubs. Scranton Library has partnered with Comomango to offer a monthly trivia night the 3rd Tuesday of each month at 52 Wall Street. Prizes are provided by Comomango, and registration is required. The Board asked Murphy to contact the library's insurance agent to see if our host liability extends to this event. The Madison Senior Center is currently having renovations which have been impactful on the library's room booking.

COMMITTEE REPORTS

Audit:

There have been several joint meetings of the Finance and Audit Committee . The committees have reviewed and are continuing to review the Accounting for Pledges, Trust and Endowment Funds. They will also review related parties and the impact on the Financial Statements and overall financial performance of the library based on standard ratio analysis.

The Trustees discussed the filing of the 990 Tax Return. The return was reviewed by the Chairpersons of Finance Committee and Audit Committee and prepared by the Auditors and then filed. Ryan asked Nolan whether the library's form 990 had been filed without adjusting the reported balance sheet to reflect the 1989 Trust. Nolan said that it should have been filed and that no adjustment was made to reflect the 1989 Trust. Ryan noted that the unadjusted Form 990 was filed over his objection.

Building and Grounds:

Stableford reported that the main building is currently operating smoothly with Kellogg managing the day-to-day upkeep. An Anonymous donator has offered to donate 2 more defibrillators. A good deal of progress has been made on the Icabod Scranton House including the new roof, interior work and the HVAC system.

Beth Ackley has submitted a 1-page summary of their findings regarding 24 Wall Street. The B & G Committee will present it to the full Board when they have all pertinent information.

Development:

Wiles reported th "A Year in the Heart of Madison" raffle set to take place on Wednesday, February 14th at 2:00. Dawn Jackson will draw the winning tickets.

Scranton Library participated in 'Make Kindness Contagious' with Madison's 1st Congregational Church.

Thanks to Kellogg, Scranton Library is now on the ballot with other nonprofits participating in the Essex Savings Bank's Community Investment Program.

The Development Committee is actively seeking new members.

Governance:

Beirne reviewed the results of the self-assessment completed by all 16 BOT members. The Governance committee will meet and may contact trustees for additional information.

Beirne presented the Bylaws-DRAFT UPDATE. A clean presentation package will be sent to board members before the next meeting. Any comments should be put in writing and sent to Beirne for committee review. The BOT will vote on recommended updates at the March meeting. Beirne thanked Van Kirk, Forshaw and Schneider for their work on the committee.

Finance and Investments: Nothing further.

Strategic Direction:

The SD Committee has begun conducting focus groups with civic organizations. The committee plans to broaden this into the community. These opportunities allow the committee to collect information and ideas and serve as library ambassadors.

The survey is expected to go live online this week.

The committee has been diving into five years of financial data, and usage data since the library's re-opening. This data is being compared to peer libraries.

Sprague asked trustees to check-in on assignments in the Process document to see if timing and personnel is appropriate to each task. March items include:

- Post survey, distribute link to Friends, staff, civic groups [Webb]
- Conduct focus groups, collect feedback and surveys [All]
- Meet with Town/State [Luckenbach]
- Meet with school librarians [Schneider]
- Meet with staff/Friends [Forshaw]
- Contact librarians & CT Library Association [Murphy]

FEBRUARY ACTION ITEMS REVIEW:

1. Consider joining the ACLB webinar on 2/23 from 7:00-8:30.
2. The Budget Public Hearing (presentation of the budget to the BOF) is at Polson Middle School on 2/27 at 7:00. Please attend in person, if possible. (N.B. A Public Hearing is also on 4/16 at 7:00.)
3. The Friends will open the bins for book collection starting March 21. Please donate.
4. Attend the raffle drawing at 2:00 on 2/14 if possible.
5. Send any comments/changes about the bylaws to Christine by her deadline.

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

EXECUTIVE SESSION:

Governance received permission from the BOT to contact someone to fill a vacated position. Anne Hering was contacted, shared her continued interest in joining the BOT and serving on the Development Committee.

Wiles made a motion to approve Anne Hering as a member of the Board of Trustees of Scranton Library. Van Kirk seconded the motion. The motion passed.

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

ADJOURNMENT:

Stableford made a motion to adjourn; Shirley seconded the motion. Motion passed. The meeting adjourned at approximately 8:59 pm.

Respectfully submitted,
Doreen Shirley