

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

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

In attendance: Christine Beirne, Doreen Shirley, Ken Nolan, Cynthia Schneider, Mary Beth Forshaw, William Stableford, Michele Flynn, Tod Van Kirk, Allison Murphy (Director), John Muller, Chris Ryan

Not in attendance: Katy Webb, Nicole Wiles, Paul Sprague, Barbra Buckley, Anne Hering Dias, Scott Murphy (liaison BOS), Katie Stein (liaison BOF)

PUBLIC COMMENT: No members of the public in attendance

MINUTES: Stableford made a motion to accept the minutes of the March 11, 2024 meeting; Forshaw seconded the motion; motion approved.

VICE PRESIDENT'S REPORT: No report

TREASURER'S REPORT:

The Treasurer reported on the financial performance for the 8 months ended February 29, 2024. The report is now prepared as a summary basis identifying major income and expense categories.

Total Income is projected to be \$2,020,000 compared to budgeted income of \$1,772,000. This significant overage is all related to projected fundraising. The forecast is for total fundraising to be approximately \$253,000 greater than the budget. Support from the Town of Madison is projected at 1% less than budgeted.

Total Expenses, before depreciation, are projected at \$1,734,000 as compared to a budget of \$1,772,000. The forecasted total expenses are projected below budget. This underage is all related to salaries and wages running below budget. After other income, we have a total gain is \$91,000.

DIRECTOR'S REPORT:

Statistics-at-a-Glance are now presented in a bar graph format. Let Director Murphy know if additional information is wanted.

Saturday, June 29 from 5:30-7:30 is the kickoff of the summer reading program called 'Summer @ Scranton Block Party'. The event will take place in both parking lots. A police officer will be hired to help with parking. The event will include music, crafts, food, axe throwing, a possible book sale, library card sign up, and sign up for summer reading. There will be no cost to attend. BOT members will be asked to sign up to help at the May BOT meeting.

Two weeks ago the MPD received a call alleging there was a bomb at Scranton Library. Bomb sniffing dog and 2 state police arrived on the scene and no bomb was found. Murphy wondered if there may have been some confusion with Scranton PA library. There is an evacuation plan in place but it was asked if the MPD could provide more training for staff for in case of a future event? Because there is currently no PA system throughout the building, Allison Murphy will investigate applying for one through the Federal Security Grant Program

SCRANTON LIBRARY FRIENDS:

Scranton Library Friends recently sent out a mailing. They will accept a donation of any amount. The SLF's next book sale is scheduled for May 17, 18 and 19th

MARCH ACTION ITEMS REVIEW (For April):

1. The Friends received BOT assistance with their new tax filing form. Complete.
2. The Friends book donation bin opened March 25. Complete.
3. Nicole and the Development Committee sent the BOT specific dates for activities and events. Complete.
4. Please consider the Leadership Alliance. Continuing.
5. The Development Committee members follow up with groups and BOT suggestions is continuing.
6. Allison Murphy sent out the letter to The Architects regarding 24 Wall Street and received a response. Complete.
7. BOT tasks for the Strategic Direction Committee are continuing. The tentative date for the strategic plan retreat has been changed to September.

NEW BUSINESS:

The Strategic Plan Survey on email/social media does not link directly to the survey. Allison Murphy will investigate making a direct link.

Luckenbach will distribute 3 slides that Schneider created which condenses information regarding the library's budget request and the town's response to it.

COMMITTEE REPORTS

Audit:

Gagliano and Nolan met with Steve Moalli from Bailey Scarano in regards to the 1989 Trust and art work. Moalli recommended that a footnote be added to the audited financials for fiscal year end 6/30/2024. For this collection only, definitions will be necessary for the term "collection" and for "direct care". The Finance committee will come up with these definitions.

The 1989 Trust (unrestricted) will be an adjustment to the financials at fiscal year end 6/30/2024. Moalli will provide an adjusting journal during the fiscal year end 6/30/2024 audit to transfer-in the balance of the trust to the Balance Sheet. The adjustment will result in an increase to assets and an increase to the fund balance at 6/30/2024.

Building and Grounds:

Stableford shared there are several items that need to be maintained, serviced, and repaired in the main building. A 5-year rolling maintenance plan has been developed which the Strategic Planning Committee has asked to be completed by April 22nd.

Kellogg is coordinating efforts with Atlantic Restoration to complete work on the ISH/20 Wall Street. It is hoped to be operational by the end of June and in time for summer camps.

A report from the architect and structural engineer concerning 24 Wall Street has arrived. Earlier estimates must be updated. The Architects gave a structural recommendation on the envelope of the building. A fuller report will be given to the BOT once completed.

Development:

Shirley reported that an Earth Day festival will be held at Madison Earth Care on Saturday, April 20 at which the library has a table. BOT members were asked to sign up for a shift at the table.

On June 21 there will be a fundraising event for the library at Surf Club. Shirley asked all trustees to assist in the collection of items/experiences to be presented at a silent auction. Trustees can sign up on Google doc that Shirley will email to members. Items are requested to be handed in by June 1st. There will also be a sign up to help the night of the event.

Governance:

The committee members have been engaged in conversation with 3 candidates for BOT. The committee will bring the slate of candidates to the BOT during the May meeting for a vote in June.

Finance and Investments:

A joint Finance and Audit Committee meeting will be scheduled within the next month. A simulation model for the next 5 years is being worked on.

Strategic Direction:

The committee has been conducting interviews with various groups. Survey responses have been strong with over 700 to date. Once all interviews are complete the committee will review the data collected. Details for the September retreat are being sketched out.

APRIL ACTION ITEMS REVIEW:

1. Saturday, June 29 from 5:30-7:30 is the kick off of the summer program called Summer @ Scranton Block Party. BOT members are asked to please sign up to help at next May's meeting.
2. Allison Murphy will look into applying for a PA System for the library through the Federal Security Grant Program.
3. Scranton Library Friends has sent out their membership mailing. Please consider supporting the SLF.

4. SLF's Book Sale will be May 17, 18, 19. Please support.
5. Allison Murphy will investigate making the Strategic Plan Survey a direct link from the email/social media.
6. Building and Grounds will forward the complete the 5-year rolling maintenance plan to Ken Nolan for the Strategic Planning Committee before their April 22 meeting.
7. Madison Earth Care has a festival on Saturday, April 20 and the library has a table. Please sign up for a shift.
8. On June 21 there will be a fundraising event for the library at Surf Club. Please sign up on the Googledoc to provide auction items due by June 1. Please sign up to help.

ADJOURNMENT:

Shirley made a motion to adjourn; Beirne seconded the motion. Motion passed. The meeting adjourned at approximately 8:20 pm.

Respectfully submitted,
Doreen Shirley