

**EC Scranton Memorial Library**  
Minutes of the Board of Trustees Monday, May 13, 2024

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

In attendance: Christine Beirne, Doreen Shirley, Ken Nolan, Cynthia Schneider, William Stableford, Tod Van Kirk, John Muller, Chris Ryan, Nicole Wiles, Nancy Gagliano, Paul Sprague, Katy Webb, Anne Hering Dias, Tim Kellogg, Lydia Holland

Not in attendance: Mary Beth Forshaw, Michele Flynn, Barbra Buckley, Allison Murphy (Director), 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 April 8, 2024 meeting; Schneider seconded the motion; motion was approved with one abstention.

**CHILDREN'S DEPARTMENT REPORT:**

Lydia Holland, Head of Children's Services, reported that the number of program participants exceeded last year's number by 40%-88% across all departments with the largest growth being in the Children's Department. On Saturday, June 29 from 5:30-7:30 the summer reading program kick-off, Summer @ Scranton Block Party, will be held. There will be food, activities, a petting zoo, face painting, a mobile gaming truck, and axe throwing. There will be something for everyone but mostly geared toward families. The event will be held in the library's parking lot and two police officers will be there to help people cross at the driveway. Trustees are asked to help at the event.

The summer reading theme this year for children is "Read, Renew, Repeat". Sign-ups will run from June 24th to August 2nd and participants can fill out BINGO cards and participate in a community art project. The age of non-independent readers has been extended from birth up to 5 years. There are activity-based BINGO cards across departments.

**PRESIDENT'S REPORT:**

Luckenbach congratulated Lydia Holland for winning the Madison Community Asset Award. Luckenbach reminded trustees of the May 14, 2024, town referendum vote. Scranton Library will participate in the July 4<sup>th</sup> parade once again. Stableford is working to secure golf carts. A few library shirts are still available to trustees for a nominal fee. 2025 will mark the 125 founding of EC Scranton Library. Planning for this event will take place.

**TREASURER'S REPORT:**

The Treasurer reported on the financial performance for the 9 months ended March 31, 2024. The focus is reporting on the projected financial performance for the year based on the first 9 months' data and projected known income/expense items. The monthly financial report now includes a Statement of Cash Flows.

Total income is projected to be \$1,967,000 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 \$1,794,000 as compared to a budget of \$1,772,000. The forecasted total expenses are projected slightly above budget. This overage is related to recognizing grant expenditures with salaries and wages running below budget. After other income, we have a total gain of \$161,000.

#### DIRECTOR'S REPORT:

Tim Kellogg shared notes from Director Allison Murphy.

Statistics of in-person visitors for April recorded a bit lower because the door counter stopped working. Circulation of physical items, digital items, program attendance and room usage has all increased since this same time last year. Applications for library cards have stayed consistent. Scranton Library continues to have the most active patrons in the LION consortium and new library app continues to increase in usage.

The Trustees would like to know how many people are turned away because there are no available work rooms or space in programs. This would be critical data to present at budget hearings.

#### SCRANTON LIBRARY FRIENDS:

SLF's Book Sale will be May 16 (members only), 17<sup>th</sup> and 18<sup>th</sup>.

#### APRIL ACTION ITEMS REVIEW (For May):

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 today's meeting.
2. Allison Murphy tried to apply for a PA System for the library through the Federal Security Grant Program but could not get the required quotes and other information in the short window of time left. She is seeking other sources of funding.
3. Scranton Library Friends has sent out their membership mailing. Please consider supporting the SLF. Complete.
4. SLF's Book Sale will be May 16 (members only), 17, 18. Please support.
5. Allison Murphy made the Strategic Plan Survey a direct link from the email/social media through May 1. Complete.
6. Building and Grounds forwarded the 5-year rolling maintenance plan to Ken Nolan and Tim Kellogg shared it with the Strategic Planning Committee at their April 22 meeting.
7. Madison Earth Care had an Earth Day festival, and the library had a table on Saturday, April 20. Complete.
8. On June 21 there will be a fundraising event for the library at Surf Club. If you have not done so yet, please sign up on the Google doc to provide auction items by June 1. Please sign up to help at the event.

## **NEW BUSINESS:**

None

## **COMMITTEE REPORTS**

Audit: The audit engagement letter was received and signed. The audit is set to begin in August of this year.

### Building and Grounds:

The 5-year rolling maintenance plan has been completed. Stableford reported on the recent maintenance of the library building including new solar lights and seasonal cleaning. The south door on the Post Road is not in working order and parts are on the way.

The B & G Committee toured 20 Wall Street. Updates include new electrical outlets, phone, and security systems. Stableford also provided an update on 24 Wall Street. The committee is approaching the completion of all necessary estimates which they will funnel into a report for the trustees

Drop Box Business will be made available to trustees. There will be a new Drop Box folder dedicated to information pertaining to 24 Wall Street. More information forthcoming.

### Development:

Wiles thanked everyone who volunteered at the Earth Day festival.

Fundraising is doing well in part due to the Leadership Alliance.

Beachside Bash to Benefit Scranton Library will be held on June 21<sup>st</sup> from 6:00-8:30. Tickets are \$45 and go on sale May 13th. If trustees have additional auction items please let the committee know.

Trustees are also asked to collect \$25 gift cards from local businesses. Trustees are asked to sign up to help the evening of the event.

### Governance:

Beirne will bring forward the slate of new trustees. This will be presented in the Executive Session.

### Finance and Investments:

Nolan reported that future financial reporting will be GAAP. Budgets will now reflect the total financial performance of the library. The committee feels it is important to adopt a budget that meets the needs of the library, which may not be what the same as the Town has approved.

Nolan also reported that the committee recommended an appraisal be made of the donated artwork for balance sheet treatment. If trustees know of an art appraiser please share the contact information with Luckenbach.

The committee is working on the process of getting the trust funds into the library accounts. Both Ryan and Forshaw will work out the legal details.

The soon to be released 5-year projected maintenance cost analysis will assist the trustees in setting aside the appropriate funds to account for projected cash outflows relating to the building maintenance. This will also be incorporated into the Five Financial Forecast being developed as part of the Strategic Planning process.

#### Strategic Direction:

The survey is now closed, and the committee has reviewed preliminary results. There were 713 responses to the survey. The committee will use AI to summarize the open-ended questions. The committee will ask the other committees to do a SWOT analysis.

Katy Webb's was thanked for her work on the BOT and particularly the survey.

#### EXECUTIVE SESSION:

Stableford moved that the Board adjourn and into Executive Session  
Webb seconded. Motion moved.

#### MAY ACTION ITEMS REVIEW:

1. SLF's Book Sale will be May 16 (members only), 17, 18. Please support.
2. 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). Also, please sign up to help on the night of the event.
3. 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 (5-8).
4. July 4 parade: Keith has tee shirts; Bill is getting the golf cart. Please participate.
5. If you find someone who might be able to appraise the library's collection, please send those names to Keith.
6. Each committee will complete a SWOT analysis of its work to be shared with Strategic Direction as part of the development new strategic plan. The format will be provided by Strategic Direction.
7. Read the provided information about the two candidates recommended as new trustees in preparation for a vote in June.

#### ADJOURNMENT:

Stableford made a motion to adjourn; Nolan seconded the motion. Motion passed. The meeting adjourned at approximately 8:56 pm.

Respectfully submitted,  
Doreen Shirley