

EC Scranton Memorial Library

Minutes of the Board of Trustees January 13, 2025

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

In attendance: Ken Nolan, Cynthia Schneider, Doreen Shirley, John Muller, Chris Ryan, Anne Hering, Christine Beirne, Laura Downes, Bill Stableford, Paul Sprague, Mary Beth Forshaw, Michele Flynn, Mary Didiuk, Charles Reese, Tim Kellogg, Emily Rush (Head of Reference), Maureen Sullivan

Not in attendance: Keith Luckenbach, Allison Murphy, Tod Van Kirk, Scott Murphy (liaison BOS), Katie Stein (liaison BOF)

PUBLIC COMMENT: No comments

MINUTES:

Stableford made a motion to accept the minutes of the December 9, 2024 meeting; Sprague seconded the motion; motion passed with two abstentions.

SPECIAL PROGRAM:

- a. Emily Rush, Head of Reference reported that her full-time librarians are working a number of projects including:
 - an adult nonfiction project
 - starting up a new program titled 'Let's Move in Libraries' which focuses on community health
 - expanding the outreach of the Book Caddy
 - expanded outreach at Polson Middle School & Daniel Hand High School with lunchtime sessions and a movie club
 - grant writing
 - Kindness Week
 - training the staff with NoveList which works to create a better community of readers
 - gathering sensory items for adults with intellectual disabilities to use in the Creative Loft
 - Region 5 representative

PRESIDENT'S REPORT:

No report

TREASURER'S REPORT:

The Treasurer noted that the income statement, balance sheet and cash flow statement for the first six months of the year will be e-mailed to the Trustees shortly.

Total Operating Income for the year is forecast at \$2,078,000 compared to the budgeted income of \$2,073,000. This forecast assumes that the total income from fund raising will be \$14,000 less than our budget. This anticipates that new dollars to the Leadership Alliance will be approximately \$67,000 less than budgeted and all other fundraising will be approximately \$53,000 more.

Total expenses are forecasted at \$2,542,000 as compared to a budget of \$2,527,000. The total expenses are forecasted to be 0.5% above budget. Salaries and benefits are projected at \$96,000 under budget since two budgeted positions (Development and Facilities) are vacant, and an open position has not been filled yet. Grant expenditures of approximately \$111,000 are not included in the budget. However, the actual expense is reported. This results in a mismatch of expenses vs. revenue. Adjusting for that mismatch the projected Operating Loss is significantly better than budget.

After other income, there is a projected total loss of \$184,000 which is an improvement over the previous month's projection and an improvement over budget. It should be noted that \$232,000 of this improvement in net income is due to unrealized gains on investments.

DIRECTOR'S REPORT:

Kellogg shared the Director's report. The statistical report from December 2024 to December 2025 showed in-person visits were up, program participation was up and circulation was up. Overdrive statistics continue to remain high and during December Scranton Library ranked #4 in LION overdrive circulation among participating libraries. Interviews for candidates for the Library Technical Assistant 3 are currently taking place. There has been some increase in visits from unhoused patrons due to the cold weather. The library staff is serving as an information conduit between local area partners including Madison Youth & Family Services and the YMCA. Kellogg thanked Murphy for all her work since her assignment as Director one year ago.

SCRANTON LIBRARY FRIENDS:

Newly installed President of Scranton Library Friends, Charles Reese, reported that an individual made a \$500 contribution for new bins to be used for their used-books collection. Until these bins are installed, the Reference Department is collecting used books during the cold weather. The Friends are investigating what they can do to recruit new members. Friends' meetings are held on the 3rd Wednesday morning of each month.

Review of December's Action Items

1. Luckenbach and the budget team did not meet with Peggy Lyons in December about the budget because of bad weather. Instead, there is only the Budget Presentation with the BOS and BOF on January 27 at 5:00. All BOT members are invited to attend. Pending.
2. Murphy, Luckenbach, Schneider, and Nolan did not attend the BOF meeting on Wednesday, January 15 at 7:00. This was also cancelled. See above. Pending.
3. The holiday lunch celebration and gifts for Scranton Library staff was held on December 13. Complete.
4. The SLF voted on a new President, Treasurer, and Secretary on December 18 at 10:00. Complete.
5. Strategic Direction BOT retreat will be held on Saturday, January 25 from 9:00– 12:30. Coffee and light refreshments will be available at 8:30. Access to the report has been made available. Pending.

NEW BUSINESS:

Jon Muller is expected to be installed as a new member of the Board of Finance.

COMMITTEE REPORTS:

Strategic Direction:

It is the expectation that Trustees will attend the Strategic Direction Retreat. There will be a Zoom link available for members who cannot attend in person. The Retreat will be held on January 25, 2025 from 9:00-12:30 in the Johnson Community Room. Sprague requests that we study the report provided and come prepared to work. Maureen Sullivan, a consultant in the library field for 40 years, will facilitate the retreat.

Building and Grounds:

Stableford provided an update on the main building. The boiler passed inspection, the septic overflow interior painting is being completed, and the carpet tiles have been ordered. The front electric door is still malfunctioning, and Kellogg is looking for a new door vendor. At the Ichabod Scranton House, aka 20 Wall Street, Houzpital (formally Atlantic Restoration) is working on the electrical needs, insulation, drywall and spray foam. Completion date is TBD.

Orlando and Son have been granted a contract to remove gutters and downspouts and paint the building at 24 Wall Street. The Gutter Specialist will install new gutters and downspouts. Ryan suggested a cross functional subcommittee be formed to start thinking about the future of the building. Schneider suggested this be discussed at the upcoming retreat.

Development:

Hering reported that the winter appeal letters went out mid-December and has brought in approximately \$35K to date. The goal of the December appeal is \$70K. The annual appeals total is \$84K with a goal of \$150K. Appeal letters to new Madison residents will be sent out at the end of January. Michele Flynn will spearhead the Leadership Alliance with new events targeting that group and new prospects. The Heart of Madison raffle will be held on March 17, 2025. Committee members are working to secure items for the three prizes. A Sign-Up Genius link will be sent to trustees, who are asked to sign up to sell tickets. The library will participate in the Madison Chamber of Commerce's Souper Bowl to be held on February 22nd. Raffle tickets will be sold at that event. Flynn will reach out to Gayle Dufour, owner of What's Cookin', to see if they have interest in partnering with the library at the raffle table and provide soup.

The Beachside Bash will be held on Saturday, June 28 at the Surf Club. Trustees are asked to save the date and assist with the event.

Finance and Investments

It is anticipated that the committee will meet mid-late February to review investment policies and pension funding options. There was discussion whether BOT members should be trustees of the trusts held by Scranton Library.

Governance:

Bierne officially welcomed Mary Didiuk and Charles Reese to the Board. The trustee self-assessment, an overall board assessment, and a GAP analysis will occur soon. The committee would like to focus on what type of training would be beneficial to the Board. Some bylaws will be vetted by the Governance committee.

Audit:

The representation letter will be signed soon by President Luckenbach.

January's Action Items Review:

1. The Budget Presentation with the BOS and BOF is January 27 at 5:00. All BOT members are invited to attend. Schneider will send a confirmation of the start time.
2. The Strategic Direction BOT retreat is on Saturday, January 25 from 9:00 (8:30) – 12:30. BOT members; Murphy, Kellogg, and Maureen Sullivan (consultant) will attend.
3. The Souper Bowl is February 22, and the BOT will be selling raffle tickets at this event. The raffle is March 17. Tickets will be available soon.
4. Save the date for Beachside Bash: Saturday, June 28.

No Other Business

Bierne made a motion to adjourn; Nolan seconded the motion. Motion passed. The meeting adjourned at 8:37pm.

Respectfully submitted,
Doreen Shirley