

EC Scranton Memorial Library
Minutes of the Board of Trustees February 10, 2025

CALL TO ORDER: Schneider called the meeting to order at 7:03 PM.

In attendance: Ken Nolan, Cynthia Schneider, Doreen Shirley, Chris Ryan, Anne Hering, Christine Beirne, Laura Downes, Bill Stableford, Paul Sprague, Mary Beth Forshaw, Mary Didiuk, Charles Reese, Allison Murphy, Tod Van Kirk

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

PUBLIC COMMENT: No comments

MINUTES:

Sprague made a motion to accept the minutes of the January 13, 2025 meeting; Nolan seconded the motion; motion passed.

PRESIDENT'S REPORT:

Dates to consider:

A Town Meeting will be held on Feb 12 at 7:00 pm with a report from P. Lyons

The first Public Hearing will be held on February 25th at 7:00 pm.

The spring Public Hearing will be held on April 8th at 7:00 pm.

The town-wide referendum will be held on May 6th.

TREASURER'S REPORT:

The Treasurer noted that the Income Statement, Balance Sheet and Cash Flow Statement for the first seven months of the year will be e-mailed to the trustees by mid-week.

Total Operating Income for the year is forecast at \$2,028,000, compared to the budgeted income of \$2,073,000. We are continuing to reduce our forecast for income from fundraising. This new forecast assumes that the total income from fundraising will be \$67,000 less than budgeted. This anticipates that new dollars to the Leadership Alliance will be approximately \$84,000 less than budgeted and all other fundraising will be approximately \$17,000 more.

Total expenses are forecast at \$2,543,000 as compared to a budget of \$2,527,000 which is .5% above budget. Salary and Benefits are projected at \$106,000 under budget due to the fact that two budgeted positions (Development and Facilities) are vacant, and another position has not yet been filled. Grant expenditures of approximately \$111,000 are not included in the budget, however, the actual expense is reported. This gives us a mismatch of expenses vs. revenue. We are forecasting an Operating Loss of \$516,000. Our forecast for depreciation is \$517,000. Comparing our depreciation to our Operating Loss we essentially have cash breakeven, operating loss equals depreciation.

After Other Income, there is a projected Total Loss of \$278,000. It should be noted that \$232,000 of this improvement in Net Income is due to Unrealized Gains on investments.

DIRECTOR'S REPORT:

Director Murphy reported that the library received a grant through Traveling Toys for the children's and teens' rooms from the Madison Foundation for approximately \$3K to purchase toys and games for circulation. It was suggested that these games and toys be listed on the library's website.

Murphy and her team are planning for the Scranton Block Party to be held in August. Murphy has reached out to civic organizations to help sponsor specific aspects of the event.

There are several exciting programs in the library. The Children's Room has a new museum installation called Nature Cat. The Teen Room sponsored an after-hours event on the evening of March 7th, and the Adult Department had a free craft swap. These events have been very well attended.

Murphy provided e-Book legislation information. Scranton Library pays close to \$50 for e-books that can be borrowed for 26 loans or 2 years, whichever comes first. Bill SB-123 CT is currently being debated. 501-3c's are prohibited from lobbying. Murphy will give a report to the trustees pending further information.

SCRANTON LIBRARY FRIENDS:

The Friends of Scranton Library are revising their membership campaign. Their mailing will not go out this month as they will consider an electronic payment option. The Friends are now enrolled in the Giving Fund through PayPal. A Friends member went through the used book collection and found titles that are collectibles and sold them on eBay. The proceeds are over \$5K, which is taxable.

Review of January's Action Items

1. The Budget Workshop/Presentation with the BOS and BOF on January 27 is complete.
2. The Strategic Direction BOT retreat on January 25 is complete. The Strategic Direction Committee continues to develop goals. Pending.
3. The Souper Bowl is February 22, and the BOT will be selling raffle tickets at this event. The raffle is March 17. An email was sent out on February 3 with the link to Signup Genius to work/sell raffle tickets for both events. Pending.
4. Save the dates:
 - The Beachside Bash, Saturday, June 28.
 - An Evening with Jacques Pepin (Leadership Alliance), Sunday, May 18. Pending.

NEW BUSINESS:

Downes reported on the early work of *Madison 200 US 250* committee. There is an ad hoc steering committee which includes members from Scranton Library. Some events may take place at Scranton Library.

COMMITTEE REPORTS:

Development:

Appeal letters will be sent out to 420 new Madison households soon. This mailing will include an appeal for donations, a bookmark and a library card application. The Heart of Madison raffle is now live. A total of 2000 tickets are available to be sold with the drawing to be held on March 17. Trustees are asked to sign up on SignUp Genius to sell raffle tickets. Trustees were given 10 tickets to sell personally. Scranton Library has partnered with What's Cookin' to participate in the Chamber of Commerce's Souper Bowl to be held on February 22 from 12:00-2:30 pm. Raffle tickets will be sold and beef barley soup will be available to participants. Trustees are asked to participate. A Leadership Alliance event honoring Jacques Pepin will be held at the home of Laura and Bill Downes on May 18 from 5:00-7:30 pm. The Earth Day Festival at Madison Earth Care will be held on April 26 from 9:00 am – 3:00 pm. Trustees will be asked to volunteer their time at the event. The Beachside Bash will be held on June 28 at the Surf Club.

Strategic Direction:

Sprague thanked all who attended the Strategic Direction Retreat on January 25. The Strategic Direction committee met to debrief. They will compile the feedback and hope to have something for the BOT to look at during the next meeting. The question was raised as to what information the committee can make available to people who completed the survey.

Building and Grounds:

Stableford reported that snowplowing done by the town has been adequate. Kellogg continues searching for a solution to repair the automatic front door of the main building. Ryan reported that good progress is being made on the repairs to 20 Wall Street. The interior has been spray foamed, sheet rocked and painted. The heating is working well. Houzpital has ordered the custom front door. There will be a capital outlay to get the building operational and Kellogg has been asked to make an inventory of what will be needed including tables, chairs, blinds, and floor mats.

Painting contractor Orlando & Sons and the Gutter Specialist are committed to work on 24 Wall Street once the weather improves.

Finance and Investments

The Finance Committee reviewed the proposed Administrative Discretionary Fund and agreed the fund should be created at a starting level of \$5,000. The committee also considering sources to provide additional funds for added hours in the Reference Section.

The Committee is looking at various pension funding options and will review at the March meeting.

Governance:

On behalf of the Governance committee Beirne sent out a self-assessment to all BOT members. The committee will complete a GAP analysis based on the information gathered.

John Muller has resigned from the Board of Trustees. The committee will discuss the possibility of adding a new trustee at this time or wait until the new term starts in July. The committee will provide

a full orientation to new Board members Didiuk and Reese. The committee is also discussing the possibility of using super-majority voting.

Audit:

No report

February's Action Items Review:

1. Please try to attend town meetings in person or via Zoom. They start at 7 pm.
 - 2/12 Town Meeting
 - 2/25 Public Hearing
 - 4/8 Public Hearing
 - 5/6 Referendum
2. Murphy gave a report about pending legislation: SB1234 the Connecticut Library E-Book bill, and will send BOT members further information.
3. The Souper Bowl is February 22 (12-3 pm) and the BOT will be selling raffle tickets at this event. The raffle is March 17. An email was sent out on February 3 with the link to Signup Genius to work/sell raffle tickets for both events. Please sign up soon.
4. Please sell the 10 raffle tickets you have been assigned. Email D. Shirley if you sell your 10 and would like more.
5. Save the dates:
 - The Beachside Bash, Saturday, June 28 at the Surf Club.
 - An Evening with Jacques Pepin (Leadership Alliance), Sunday, May 18 at the Downes' residence.
 - Earth Day Festival, April 26 (9am-3pm) at Madison Earth Care.
6. Please complete your self-assessment if you have not done so already and send it to Beirne as soon as possible.

No Other Business

Forshaw made a motion to adjourn; Beirne seconded the motion. Motion passed. The meeting adjourned at 8:40 pm.

Respectfully submitted,
Doreen Shirley