

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

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

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

Not in attendance: Scott Murphy (liaison BOS), Katie Stein (liaison BOF)

PUBLIC COMMENT: No comments

MINUTES:

Stableford made a motion to accept the minutes of the February 10, 2025 meeting; Hering seconded the motion; motion passed.

PRESIDENT'S REPORT:

No report

TREASURER'S REPORT:

The Treasurer noted that the Financial Statements including the Forecast and Income Statement, Balance Sheet and Cash Flow Statement for the first eight months of the year were available within 10 days of month's end. The staff at the library should be congratulated for meeting this goal.

Total Operating Income for the year is forecast at \$2,010,000 compared to the budgeted income of \$2,073,000. The new forecast assumes that our total income from fundraising will be \$76,000 less than our budget. This anticipates that new dollars to the Leadership Alliance will be approximately \$99,000 less than our budget and all other fundraising will be approximately \$22,000 more .

Total Expenses are forecast at \$2,539,000 as compared to an adjusted budget of \$2,632,000. The adjustment made to the budget is to match grant revenue and expenses. The total expenses are forecast at .5% under budget. Salary and benefits are projected at \$116,000 under budget due to vacancies for two budgeted positions (Development and Facilities), and Chris Penders' position has not been filled yet. We are forecasting an Operating Loss of \$529,000, compared to a Budgeted Loss of \$559,000. Our forecast for depreciation is \$517,000.

After Other Income, we have a projected Total Loss of \$255,000. It should be noted that \$232,000 of the improvement in Net Income is due to Unrealized Gains on investments.

DIRECTOR'S REPORT:

Director Murphy reported a committee is being formed to plan programming funded by donations given in memory of Chris Penders.

In honor of Scranton Library's 125th anniversary, a visual display depicting its history will be created and hung in the Life Long Learning Room. A banner will be displayed outside of the library

announcing the 125th anniversary. Henry Griggs, Madison's Town Historian, will present the history of libraries on March 20th at 6:30pm.

Scranton Library will participate in the Great Give fundraiser on May 7/8. Director Murphy will develop messaging and graphics and asks that Board members pass it along to their contacts.

A new staff member has been hired to work in the circulation department.

Planning for the 4th of July Parade is ongoing, and Flynn's husband has kindly offered the use of his trailer. We are now looking for a vehicle with the capability to pull it.

SCRANTON LIBRARY FRIENDS:

Scranton Library Friends are in the process of rewriting some of their bylaws. A mailing from The Friends will be at the printers shortly. The Friends are designing a Christmas ornament to sell. A monetary donation from the Friends to Scranton Library was less than in recent years due to the absence of the mini-golf fundraiser.

March Review of February Action Items

1. These town meetings took place:
 - 2/12 Town Meeting
 - 2/25 Public HearingThese town meetings are pending:
 - 4/6 Public Hearing
 - 5/6 Referendum
2. Murphy sent BOT members further information about pending legislation: SB1234 the Connecticut Library E-Book bill. Complete.
3. The Souper Bowl Raffle Sale on February 22 was a great success thanks to the Development Committee and volunteers. Complete.
4. The raffle is March 17. Please go to SignUpGenius to sign up to work/sell raffle tickets. Please sell the 10 raffle tickets you have been assigned. In process.
5. Save the dates:
 - Earth Day Festival, Saturday, April 26 (9 am-3pm) at Madison Earth Care.
 - An Evening with Jacques Pepin (Leadership Alliance), Sunday, May 18 at the Downes Residence.
 - The Beachside Bash, Saturday, June 28 at the Surf Club.In Process.
6. BOT members have completed their self-assessments. Complete.

NEW BUSINESS: Luckenbach reported that Michele Flynn will resign from the BOT as of July 1st. Luckenbach thanked Flynn for her service to the Board.

The *Madison 200 America 250* committee continues to meet.

COMMITTEE REPORTS:

Development:

The Heart of Madison raffle is in its final week. The drawing will be held on March 17, 2025 at 2:00pm. At this time approximately 800 tickets have been sold. Businesses have been generous in selling us gift cards at half price of their value. Some businesses have fully donated gift cards. BOT members are encouraged to sign up to sell tickets.

The Madison Chamber of Commerce's Souper Bowl was held on February 22. Scranton Library was a sponsor of the event and set up a table to serve soup and sell raffle tickets. The Development Committee thanked Gayle Dufour, owner of What's Cookin', for providing 7 gallons of soup.

A Leadership Alliance recognition event honoring Jacques Pepin will be held at the home of Laura and Bill Downes on May 18, 2025 from 5:00-7:30 pm. Board of Trustee members will be invited. A committee is working on the details now.

The Development Committee has raised approximately \$170K of its \$224K goal. This does not include Leadership Alliance pledges.

Strategic Direction:

A subcommittee of the Strategic Direction committee is meeting to consider input from the January retreat. A draft plan will be sent to BOT members in advance of the April meeting.

Building and Grounds:

Kellogg has consulted with the Town's Facility's Department about the malfunctioning automatic front door. The door mechanism must be replaced, which will be a capital expense. The question was raised whether the mechanism is still under warranty. The elevator, fire system and extinguisher all passed inspection. One of our custodians has left for a job elsewhere. She will be replaced by a commercial cleaning company until a new staff member is hired. Repairs to the floor in the computer area damaged by septic flooding continue.

Town Historian Henry Griggs has asked that 20 Wall Street be referred to as the Old Post Office (OPO). Much progress has been made on the interior work and the building needs to be outfitted. The committee is drawing up a list of accessory items and their cost. Fire insurance will cover some of the cost but there will be some capital expenditure which will be requested at an upcoming BOT meeting. The committee hopes this building will be ready for summer use.

The exterior painting and gutter replacement of 24 Wall Street are on the docket. The painting will be done by Orlando & Son Painting, and the gutter replacement will be completed by The Gutter Guys. There will a long-range planning committee created for the 24 Wall Street building.

The question was raised as to whether address numbers will be placed on the two outbuildings for safety purposes.

Finance and Investments:

The Finance Committee is scheduled to meet March 11. The two main agenda items are the termination of the Library Pension Plan, and the status of the legal review of the Trust assets.

The library is working with an actuarial firm, Milliman, to evaluate the termination of the existing plan. Market conditions are such that we may be able to terminate the existing plan so that all the participants 'remain whole' and we minimize the cost and administrative burden on the library.

Governance:

With the resignation of Michele Flynn there will be 14 trustees. The committee recommends recruiting additional trustees. The committee will be seeking candidate referrals. The committee will be interested in candidates who hold a background in finance or development. Candidates will be proposed at the May meeting with voting to be held in June. New trustees will begin their terms in July. At the May BOT meeting the slate of officers will be presented and voted on in May. The Governance Bylaws have been reviewed, and some changes have been recommended. These bylaws will be presented to the Board in April and voted on in May.

Audit:

The Audit is closed, and a 990 tax form has been filed.

March Action Items Review:

1. These town meetings are pending:
 - 4/8 Public Hearing
 - 5/6 Referendum
2. The raffle drawing is March 17 at 2:00 in the North Conference Room. LIVE! Please go to SignUpGenius to sign up to work/sell raffle tickets during the last week.
3. On March 20 at 6:30 Henry Griggs will give a presentation on the history of libraries, with emphasis on Scranton Library. FYI.
4. The Great Give is on May 7 and 8. Murphy will send a link and information to BOT members to send out to solicit donations.
5. The Madison 200/America 250 event is being planned for 2026. Please give your feedback to Downes.
6. Please give names/resumes of anyone that you recommend as a new BOT member to Beirne (Governance) ASAP.
7. Save the dates:
 - Earth Day Festival, April 26 (9 am-3pm) at Madison Earth Care.
 - An Evening with Jacques Pepin (Leadership Alliance), Sunday, May 18 (5:00-7:30) at the Downes Residence.
 - The Beachside Bash, Saturday, June 28 at the Surf Club.

No Other Business

Nolan made a motion to adjourn; Sprague seconded the motion. Motion passed. The meeting adjourned at 8:16 pm.

Respectfully submitted,
Doreen Shirley