

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

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

In attendance: Doreen Shirley, Ken Nolan, Cynthia Schneider, John Muller, Chris Ryan, Anne Hering Dias, Mary Beth Forshaw, Michele Flynn, Christine Beirne, Dan McIntyre, Laura Downes, Bill Stableford, Paul Sprague, Barbra Buckley, Allison Murphy, Katie Stein (liaison BOF)

Not in attendance: Keith Luckenbach, Nicole Wiles, Tod Van Kirk, Scott Murphy (liaison BOS),

PUBLIC COMMENT: No members of the public in attendance

MINUTES: Forshaw made a motion to accept the minutes of the June 10, 2024 meeting; Flynn seconded the motion; motion was approved with two abstentions.

**PRESIDENT'S REPORT:**

Schneider reported on behalf of Luckenbach.

Luckenbach and Schneider met with Jennifer Lacker, an art appraiser from Mystic, CT. Lacker offered a quote of \$2K, with a \$1K deposit, to appraise our donated art collection. The contract has been given to Luckenbach. Ryan requested a deadline be set for the work to be completed.

Beachcomber Night will be held on August 15<sup>th</sup> from 5:30-8:00 pm. The library tent will be set up at the corner of Wall Street and Boston Post Road. BOT members manning the tent will sell merchandise, provide library information and offer library card applications. New to this summer's event, Wall Street will be closed off with food trucks lining the street. Flynn suggested signage be present informing visitors to the tent the percentage of our budget that is funded by the town and how much money is needed to be raised. It was also suggested to have a large bucket on the table for donations as well as a QR Code. Ryan asked for consistent messaging in the form of a Fact Sheet for the BOT members to share with members of the public.

An appreciation event for the Leadership Alliance will be held on September 19<sup>th</sup> at the home of Alan and Penny Katz. All trustees are invited to attend.

All BOT meeting dates for 24-25 can be found on the library's website as well as in Drop Box.

Luckenbach thanked Chris Ryan for agreeing to be the Audit Committee chairperson.

**TREASURER'S REPORT:**

The Treasurer reported on the financial performance for the 11 months ended May 31, 2024. The focus is reporting on the projected financial performance for the balance of the year based on the first 11 month's data and projected known income/expense items. The monthly financial report now includes a Statement of Cash Flows.

Total Income is projected to be \$1,987,000 compared to budgeted income of \$1,772,000. This overage is related to projected fundraising. The forecast is for total fundraising to be approximately \$245,000 greater than the budget.

Total expenses, before depreciation, are projected at \$1,818,000 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 of approximately \$90,000 with salaries and wages forecast to be \$72,000 below budget. Total expenses including depreciation are forecast at \$2,335,400. After other income, a total gain of \$92,000 is projected.

After discussion of the way in which operating costs are currently being reported Nolan will provide the BOT with two reports:

1. For 2023-24, how much cash was raised and how much pledged for future versus how much was supposed to be raised (deficit).
2. A cash flow, income statement, and the balance sheet report for 2022-2023 to compare/contrast to the 2023-2024 report.

Treasurer Nolan will also provide the BOT with a modified budget including updates for potential new positions including the restoration of a facilities manager, salary adjustments and the hiring of a part-time Director of Development (working title). Director Murphy is recommending ~\$70K salary for the development position. Director Murphy will inform the BOT of the job description for this position.

#### DIRECTOR'S REPORT:

Director Murphy welcomed new trustees Laura Downes and Dan McIntyre.

Murphy reported that Scranton Library has had the most digital books checked out for all of LION, 2<sup>nd</sup> for magazines and 4<sup>th</sup> for eBooks. There was a 70% increase for use of the Libby app in June. The Summer @ Scranton Block Party was a great success with approximately 500 guests attending. Murphy thanked the Jaycees for providing the food for the event.

Adult Reference and Programming Librarian, Jesse Bernier, will take the mobile book caddy to the Farmers' Market, the town beaches and to a fall festival to be held at the Madison Beach Hotel. Murphy has asked staff to complete a bio of themselves and she has asked BOT members to do the same.

Door greeters will soon begin at Scranton Library. Greeters will say hello to patrons and answer simple questions. The first greeters will be from Vista.

A check was received from the Dutton foundation for \$113K. These funds will go into a library owned account.

Scranton Library's 125<sup>th</sup> anniversary will be July 2025. Murphy would like to have a year's worth of activities culminating in leading the 4<sup>th</sup> of July parade. Any BOT member interested in joining the planning committee should email Murphy.

#### SCRANTON LIBRARY FRIENDS:

The Friends of Scranton Library Spring Book Sale raised \$6609. Another book sale will be held July 18-20<sup>th</sup>.

The Friends have renamed their meetings to: The Monthly Scranton Library Friends Meeting. Recruitment and informational flyers were passed out at The Summer @ Scranton Block Party and the July 4<sup>th</sup> parade. The Friends are recruiting volunteers for their August mailing project and to be greeters at the library's entrance. A membership event is being planned for the fall.

## JUNE ACTION ITEMS REVIEW:

1. On June 21 a successful Beachside Bash for the library was held. Complete.
2. Saturday, June 29 the kickoff of Summer @ Scranton Block Party was held. Complete.
3. BOT members marched in the July 4 parade. Complete.
4. July 18 (for members), 19, 20 are the dates of the next SLF book sale. Please donate.
5. Murphy continues to investigate ways to increase the number community members of all ages having library cards. In process.
6. Luckenbach and Schneider met with the art appraiser and have a quote. In process.
7. Governance will review the topic of supermajority for the next Bylaws review. In process.
8. Each committee will complete a SWOT analysis of its work to be shared with Strategic Direction. In process.

## NEW BUSINESS:

Discussion of having a BOT member attend BOS meeting in the future.

## COMMITTEE REPORTS

### Audit:

Chris Ryan thanked the committee and has accepted the position of chair.

### Building and Grounds:

The automatic door on the south side of the main building remains problematic. Electrical and HVAC continues to be fickle. There are ongoing challenges with this complex system.

Stableford made a motion to request BOT to authorize the expenditure of up to \$9K to pay for spray foam insulation for 20 Wall Street. Ryan seconded the motion. Motion carried.

A 4-person subcommittee is creating a PP slide deck for the BOT outlining the history of the 24 Wall Street and the three options being presented for a vote. The subcommittee hopes to have a digital deck ready for the BOT by August 1st. Information can also be found in Drop Box. A discussion is planned to be held at the September BOT meeting with a possible vote to follow.

### Development:

Shirley reported that the Beachside Bash to benefit Scranton Library was held on June 21 and despite rain attendance was high. The financials have not been completed. The committee thanked

all who helped with the event and in particular: Maria Barnikow, Heather Skalet, Bob Mancini and Laura Becker.

The committee is compiling a letter to the Leadership Alliance with a thank you from BOT President Luckenbach and a library update from Director Murphy.

Save the Date of September 19, 2024, for a Leadership Alliance reception to be held at the home of Allan and Penny Katz.

#### Governance:

The new trustee orientation was held on June 25<sup>th</sup>. Beirne thanked all who were able to come out and represent their committees.

Committee assignments will be reviewed, and BOT members will identify their preferences. Per the bylaws, committee chairs select the respective committee members. Bylaws also state that the BOT President may appoint committee chairs. Luckenbach asked Ryan who accepted the position of Audit Committee Chair.

If there are non-BOT members serving on committees, please forward their names to Beirne.

The Code of Ethics and Conflict of Interest policies must be signed by each BOT member.

#### Finance and Investments:

Pension obligations will be looked at again by the actuary.

#### Strategic Direction:

The Strategic Direction committee is asking for a completed SWOT analysis from all committees. Inform Sprague if your committee's SWOT analysis will not be completed by August 12<sup>th</sup>

#### July's Action Items Review:

1. July 18 (for SLF members), 19, 20 are the dates of the next SLF book sale. Please donate.
2. Luckenbach and Schneider met with the art appraiser and have a quote. Luckenbach will arrange for the deposit so the appraisal can be completed before the September meeting.
3. Interested BOT members contact the Development Committee and Director Murphy to discuss/develop talking points and a donation visual preferably before Beachcomber Night. Murphy will provide library card applications for the event.
4. Nolan will provide the BOT with two reports: 1. For 2023-24, how much cash was raised and how much pledged for future versus how much was supposed to be raised (deficit) and 2. A cash flow, income statement, and the balance sheet report for 2022-2023 to compare/contrast to the 2023-2024 report.
5. Nolan will share with the BOT a modified budget that shows the updates for the new positions.
6. Murphy will inform the BOT of the job description for the development position.

7. Contact Murphy if you are interested in joining the 125 year anniversary celebration committee.
8. Please review the information being sent in August by the Buildings and Grounds Committee to prepare for the September BOT meeting.
9. BOT members should sign the Conflict of Interest Policy and the Expectations for Trustees documents and get them to Beirne.
10. Committee chairs please send names of ad hoc members of your committees to Beirne.
11. Each committee will complete a SWOT analysis of its work to be shared with Strategic Direction before its August 12 meeting.

**ADJOURNMENT:**

Beirne made a motion to adjourn; Forshaw seconded the motion. Motion passed. The meeting adjourned at approximately 9:15 pm.

Respectfully submitted,  
Doreen Shirley