

EC Scranton Memorial Library
Minutes of the Board of Trustees Monday, October 21, 2024

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

In attendance: Ken Nolan, Keith Luckenbach, Cynthia Schneider, Doreen Shirley, John Muller, Chris Ryan, Anne Hering Dias, Michele Flynn, Christine Beirne, Laura Downes, Bill Stableford, Paul Sprague, Dan McIntyre, Allison Murphy, Tod Van Kirk, Tim Kellogg, Katie Stein (liaison BOF)

Not in attendance: Mary Beth Forshaw, Barbra Buckley, Scott Murphy (liaison BOS),

PUBLIC COMMENT: No comments

MINUTES: Nolan made a motion to accept the minutes of the September 9, 2024 meeting with a correction to the B & G report; Stableford seconded the motion; motion passed.

PRESIDENT'S REPORT:

Luckenbach reminded the Board that next month's meeting will be on November 18, 2024. Luckenbach made a motion to move the order of the committee reports for this meeting. Stableford seconded the motion. No discussion. Motion approved.

TREASURER'S REPORT:

The Treasurer reported on the financial performance for the first quarter year ending June 30, 2025. In the past the reporting to the Board had been done on a monthly basis approximately 45 days in arrears. In certain cases the data used in preparing the forecast could be almost 90 days old. Because of the timing of this meeting, the data was prepared for the first quarter of the year. In future months the monthly Financial Statements will be issued on schedule 10 working days after month end. These statements will be accompanied with a cover letter. Forecast data will continue to be presented at Board Meetings.

Total Operating Income for the year is forecast at \$2,056,000 compared to budgeted income of \$2,073,000. This slight underage is related all related a budget that over projects transfers from unrestricted funds.).

Total Expenses, are forecast at \$2,604,000 as compared to a budget of \$2,527,000. The total expenses are 3% above budget. This overage is related to recognizing grant expenditures of approximately \$105,000 that are not included in the budget. In future budget years, grant expenses will be built into the operating budget.

After Other Income, there is a projected total loss of \$472,000.

DIRECTOR'S REPORT:

Director Murphy reported that October has been a busy month. The J McLaughlin Sip & Shop event went well and Murphy thanked its staff and host Sara Greenwood. The library table and tent, manned by staff and trustees, were present at Pride Fest, at the Madison Beach Hotel Craft Fair and Bauer Fall Festival. The library hosted the Leadership Alliance reception and the Madison Garden Club's 100th anniversary celebration.

Chris Penders, who had worked for Scranton Library for over 20 years, passed away. He will be missed by colleagues, patrons and the Board. An anonymous BOT member will match up to \$10K for donations made by trustees in Chris Penders' name. The public has also been donating to the library in Chris's name. It has not yet been determined how the funds will be used. Luckenbach would like the anonymous donor to be involved in determining how funds will be used. A tree will also be planted on the grounds of Scranton Library in Chris's memory.

Murphy shared Infographic statistics for FY 23-24. These were also shared at the Leadership Alliance reception. Director Murphy reminded BOT members to send her their bio and photo to be shared with staff.

Murphy discussed the article written in the October 4, 2024 issue of The Source. She had been contacted through email by the reporter. Murphy felt the article was somewhat distorted and gave the impression Scranton Library will not be able to operate without additional funding. There has been backlash in social media. Murphy has been working to correct the message.

SCRANTON LIBRARY FRIENDS:

No report

SEPTEMBER'S ACTION ITEMS REVIEW:

1. The SLF Book Sale was September 19 (for SLF members), 20, and 21. Complete.
2. The Leadership Alliance event was a success on October 10. Complete.
3. Contact Allison if you are interested in joining the 125 year anniversary celebration committee. In Process.
4. Allison and her staff had a correct link to the Building and Grounds support material sent to the BOT. Complete.
5. A special meeting was held on September 23 to discuss 24 Wall Street. The Building and Grounds Committee gave a PPT presentation, and an in-depth discussion followed. In a show of hands, attendees decided to keep the asset rather than to demolish. An official BOT vote in October was discussed. In Process.
6. Ken and Allison met with Peggy Lyons to start preliminary budget discussions. In Process.

NEW BUSINESS:

The discussion continued about The Source's October 4, 2024 article about Scranton Library funding.

Murphy is working to reconcile the information that is shared with the the Town of Madison's for its annual report.

Conversation about how to use the energy from the article to educate the public that the library's fundraising needs are not unique to this year. The library has strong support from private donors and other combined sources of income, but the funds needed to be raised are higher than before.

The 125th anniversary of the library is an opportunity to set the reset button.

Stableford is taking up a collection to provide a December holiday party for the library staff. A \$20 donation is suggested and is entirely voluntary.

COMMITTEE REPORTS

Strategic Direction

The Strategic Direction committee will invite the Board to a half-day planning retreat on January 25, 2025. Consultant Maureen Sullivan is being paid by an anonymous donor. A packet will be sent to BOT members before the retreat, and they are asked to familiarize themselves with this background material.

The Strategic Direction committee has received a lot of feedback from focus groups. The feedback has been from external groups, internal staff focus groups and SWOT committees. All data can be found in the Strategic Direction folder in Drop Box and will be summarized into written reports.

Building and Grounds:

Stableford reported that difficulties remain with getting the automatic front door repaired. Kellogg has been working diligently to resolve the issue.

There was a septic overflow on September 23rd 2024 caused by a clogged filter. Six separate contractors will be involved in repairing the damage. Kellogg estimates the total cost of repairs will be approximately \$17K with a \$5K deductible. The insurance company will get involved

The insurance company's opinion is that the oil burner of 20 Wall Street was not damaged by the fire. The opinion of the B & G committee is the oil burner needs to be removed and have mini splits installed. It was thought to have Atlantic do the work and negotiate the price.

Ryan made a motion to allocate up to \$24K to provide for HVAC on 20 Wall Street. The motion was seconded by Stableford. Motion approved with one abstention.

Ryan presented the "mothball" option of 24 Wall Street.

As a result of a recommendation from the B & G, Ryan made a motion that the board authorize an amount not to exceed \$81K to provide for the preservation of the 24 Wall Street in particular the painting, protection against water infiltration, provision of a gate on the deck and the mulching of the grounds surrounding the building for the purpose of interim protection from lead that may or may not be in the soil.

Stableford seconded the motion.

Flynn went on record that this option was not the only option the B & G sub-committee was asked to present. She would like to have information around how much it would cost and how long it would take to make the building usable. She would like timeframes and price tags around the renovations. Flynn feels the amount asked for in the motion is an underestimate.

The Finance committee will determine how to pay for this. A potential outside source may be willing to pay for some of this project if shown a contractor's estimate.

The Motion was passed by the majority.

Development:

The Leadership Alliance Reception was held on October 10, 2024. There were approximately 50 attendees including Leadership Alliance members, prospects, trustees, and Murphy and Kellogg.

The J McLaughlin event was held on October 4, 2024. This 'Sip and Shop' event was well attended and hosted by Sara Greenwood. J McLaughlin donated \$1743.75 and jeweler Kerrin Falk donated \$292.50.

Approximately \$39,500 has been raised through the Fall Appeal letter with a goal of \$40K. Another appeals letter is slated to be sent out at the end of December.

Giving Tuesday is December 3rd 2024, and The Toast of the Town event will be held on December 5, 2024 recognizing the Exchange Club.

Michele Flynn and Mary Didiuk have joined the Development committee.

Finance and Investments:

Based upon the recommendations of Chris Ryan and Mary Beth Forshaw, the Trustees of the Trust Funds are retaining an attorney to review all the issues related to the Trust Funds. These funds are not assets of the Library but the Library is the beneficiary of the funds

Governance:

No report

Audit:

We are currently at the end of the audit cycle. A financial statement will be prepared by the next BOT meeting. Chris Ryan is a member of the Audit committee with Luckenbach and Schneider as ex officio members.

October's Action Items Review:

1. Murphy is addressing the incorrect data in the town's annual report.
2. Contact Murphy if you are interested in joining the 125 year anniversary celebration committee. 3.
3. Nolan will prepare financial statements 10 working days after the month and they will be e-mailed to the board with a cover letter.
4. Murphy, Luckenbach, Schneider, and Nolan have been invited to the October BOS meeting and the November BOF meeting.
5. Please give your monetary support for a holiday lunch and gifts for staff to Stablefordl.
6. Strategic Direction invites the BOT to a retreat to work on the new plan on Saturday, January 25.
7. Please save December 5 for the Toast of the Town event celebrating the Exchange Club.

Other Business

At this time, Luckenbach called for any other regular business. None was presented.

Having completed all the regular business to come before the Board, Luckenbach called for a motion to move to Executive Session; seconded by Bierne; and unanimously voted to move to Executive Session.

Executive Session

Please refer to Executive Session minutes.

There were no motions made in the Executive Session that required review and acceptance. The Board of Trustees returned to Regular Session.

Regular Session Adjournment

Sprague made a motion to adjourn; Muller seconded the motion. Motion passed. The meeting adjourned at approximately 9:30 pm.

Respectfully submitted,
Doreen Shirley