

**EC Scranton Memorial Library**  
Minutes of the Board of Trustees November 18, 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, Michele Flynn, Christine Beirne, Laura Downes, Bill Stableford, Paul Sprague, Mary Beth Forshaw, Dan McIntyre, Allison Murphy, Tod Van Kirk, Tim Kellogg, Kari Castelli, Barbra Buckley

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

**PUBLIC COMMENT:** No comments

**MINUTES:** Sprague made a motion to accept the minutes of the October 21, 2024 meeting; Nolan seconded the motion; motion passed.

**PRESIDENT'S REPORT:**

Luckenbach reported that the Toast of Town event will take place on December 5, 2024 from 5:30-7:00 at Scranton Library. All trustees are invited. Stableford is taking up a collection from trustees to fund the staff holiday party which will be held on December 13<sup>th</sup>.

**TREASURER'S REPORT:**

The Treasurer provided an Income Statement, Balance Sheet and Cash Flow Statement. These statements will continue to be emailed to trustees monthly. The goal is to have these statements available no more than 10 calendar days after month end. These statements are in the same format as the year-end audited statement. The forecast column is a hybrid column of year-to-date and an amortization for 8 months. It is possible for discussion to occur on the statements each month as needed. A BOT member asked for a variance report. At scheduled BOT meetings, the forecast for the year will be presented as it has in previous years.

A question was asked whether it is the responsibility of the financial committee or the BOT to review financial information. Nolan said the finance committee and management are responsible for financial review and the BOT reviews at a higher level.

Total Operating Income for FY24-25 is forecast at \$2,007,000 compared to budgeted income of \$2,073,000. It is forecasted that income from fundraising will be \$122,000 less than budget. The budget anticipates that new dollars to the Leadership Alliance will be approximately \$100,000 less than expected and all other fundraising will be approximately \$22,000 less.

Total Expenses are forecast at \$2,589,000 compared to budgeted expenses of \$2,527,000. Total expenses are 2.5% above budget. Salary and benefits are projected at \$59,000 under budget due to two budgeted positions (Development and Facilities) being vacant. Grant expenditures of approximately \$105,000 are not included in the budget. The vacancy created by Chris Penders' passing led to a question whether the vacancy would be filled.

After Other Income, a projected Total Loss of \$403,000 is an improvement compared to previous months.

#### **DIRECTOR'S REPORT:**

Director Murphy reported all managers have completed their annual staff goals. Department managers have completed annual goals with their teams. Murphy will set her annual goals with the executive committee. The October quarterly staff meeting was facilitated with Madison Youth & Family Services. The topic included working with various patrons. An induction service for Ed Lent, poet laureate, was held. Plans for the library's 125th anniversary celebration are ongoing. A memorial service for Chris Penders was held in September and the library continues to receive donations in his memory. A press conference was held on the front steps of the library to announce the \$800K State of Connecticut Connectivity Grant. The press conference was attended by dignitaries including Lt. Governor Susan Bysiewicz.

Statistics for room use and program participation continue to show growth.

#### **SCRANTON LIBRARY FRIENDS:**

Buckley reported it has been difficult recruiting board members. It has been suggested the SLF rewrite some of the bylaws including lessening the number of monthly meetings and the number of officers needed. Two officers will be nominated at the next SLF next meeting. Buckley predicts the rebuilding and restructuring the Friends will take about a year. Collection bins for used books are now closed.

#### **OCTOBER ACTION ITEMS REVIEW:**

1. Murphy has addressed the incorrect data in the town's annual report. Complete.
2. Contact Murphy if you are interested in joining the 125-year anniversary celebration committee. Complete.
3. Nolan has prepared a financial statement 10 working days after the start of the month and e-mailed it to the board with a cover letter. Complete.
4. Murphy, Luckenbach, Nolan, Downes, and Forshaw attended the October BOS meeting. Complete.
5. Murphy, Luckenbach, Nolan, and Schneider have been invited to the November BOF meeting. Other trustees are invited to attend. In process.
6. Please give your monetary support for a holiday lunch (December 13) and gifts for staff to Stableford. In process.
7. Strategic Direction invites the BOT to a retreat to work on the new plan on Saturday, January 25. In process.
8. Please save December 5 for the Toast of the Town event celebrating the Exchange Club. In process.

#### **NEW BUSINESS:**

No new business

## **COMMITTEE REPORTS:**

### Strategic Direction

The Strategic Direction committee has engaged with consultant Maureen Sullivan. Plans for January 25, 2025 retreat are being made. The retreat will be held at the library in the Johnson Room starting at 8:30 AM. Trustees will receive an information packet.

### Building and Grounds:

Stableford reported that Nature's Design has been doing landscaping maintenance of the main building. Repairs continue in the computer area of the main building. Kellogg continues to work towards resolution of the problem with the main building's front door.

The library has received a revised contract from Atlantic Restoration which will require Director Murphy's signature. It effectively is the same contract as provided originally; however, the tongue and groove will be replaced with drywall. Savings will pay for HVAC, 3 mini-splits, the removal of the old heating system, closed cell insulation, and a coffee bar. The \$24K previously allocated will not be needed.

A contractor has been chosen to replace the gutters at 24 Wall Street. Two painters have provided the library with quotes to paint the exterior of the building. An EPA rep will provide the library with information about what is required for a contractor to hold a Lead-Safe Work Practice certification. A Madison citizen will be approached by Henry Griggs to underwrite the cost of replacing the gutters and for the exterior painting. If the Madison resident declines, the finance committee will investigate alternatives. At this time, \$100K remaining from the main building's renovation could be used.

### Development:

After the Leadership Alliance reception was held, thank you notes and reminders to join the Alliance were sent. Following the reception one couple joined the LA and another individual has donated \$1K. Director Murphy will reach out to the individual to determine whether he/she intends to join the Leadership Alliance. Michele Flynn will take the lead on the LA going forward.

The Fall Appeal raised a total of \$44K, exceeding the \$40K goal. December appeal letters have been crafted and are ready to be mailed. The goal is to raise \$70K. Appeal and welcome letters will be sent to new Madison households in January/February 2025. There are over 550 new households in Madison.

The winter raffle is in the early stages of discussion. The raffle is moving from February to March and a name change is being considered. Holding the raffle in March will give the committee more time to sell tickets and hopefully participate in the Souper Bowl. The drawing will take place on St. Patrick's Day. There is discussion of a change to the prize structure. One consideration is to have 3 prizes: a trip as the top prize, a weekend in Madison as 2<sup>nd</sup> prize, and a variety of gift cards for 3<sup>rd</sup> prize. The committee will be asking businesses to donate 50% of the value of gift cards. The committee will be asking trustees for their help in procuring prizes and selling tickets.

Giving Tuesday will be held on December 3, 2024. A stylized graphic and 3 videos will be posted on the library's website and social media sites. Trustees are asked to share them with their contacts. The Toast of the Town event will be held on December 5<sup>th</sup> at 5:30 pm at the library. All trustees are asked to attend.

#### Finance and Investments:

Nolan reported that a budget should be approved by BOT at the November 18th meeting prior to discussion with town officials. The budget calls for the Leadership Alliance to be \$240K for FY24-25, the same as the FY23-24 budget. The total draft budget for fundraising is \$470K. Revenue from the Town of Madison is projected to increase 2.9% but is subject to change.

The budget committee discussed bringing staff compensation in line with our geographical region, as some staff are currently paid below that standard. The committee's plan is to bring salary up to a regionally comparable rate and raise the 401K plan slightly higher. The library match is 3% and town is 6%. Increases could be implemented over time. The committee would like to bring staff up to the 50% benchmark or 3% COLA. Other than the increase in salary and benefits, other expense increases are relatively minor. Two positions are unfunded. Director Murphy can still fill those positions if she can do so within the budget.

Nolan moved to accept the budget. Forshaw seconded. Motion passed unanimously.

#### Governance:

Bierne made a motion to nominate Mary Didiuk to join the Board of Trustees effective November 18<sup>th</sup>.

Stableford seconded the motion; the motion passed unanimously.

#### Audit:

The audited financial statement is in process. A draft financial statement for Board review should be ready for the December meeting. The footnotes should be ready closer to Thanksgiving.

#### November's Action Items Review:

1. Please give your monetary support to Stableford for a holiday lunch and gifts for staff.
2. Murphy, Luckenbach, Schneider, and Nolan will attend the November BOF meeting on Wednesday, November 20 at 7:00. All BOT members are invited to attend.
3. Please attend the Toast of the Town event celebrating the Exchange Club on December 5th starting at 5:30.
4. Strategic Direction invites the BOT to a retreat to work on the new plan on Saturday, January 25 at 9:00. Trustees have access to the data already.

#### Other Business

Luckenbach called for any other regular business. None was presented.

Nolan made a motion to adjourn; Stableford seconded the motion. Motion passed. The meeting adjourned at approximately 8:24 pm.

Respectfully submitted,  
Doreen Shirley