

**EC Scranton Memorial Library**  
Minutes of the Board of Trustees Monday, September 9, 2024

CALL TO ORDER: Luckenbach called the meeting to order at 7:06 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, Keith Luckenbach, Nicole Wiles, Tod Van Kirk, Tyler Dennett (former BOT member and member of Building & Grounds), Scott Murphy (liaison BOS)

Not in attendance: Katie Stein (liaison BOF)

PUBLIC COMMENT: No comments

MINUTES: Stableford made a motion to accept the minutes of the July 8, 2024 meeting; Sprague seconded the motion; motion was approved with one abstention.

**PRESIDENT'S REPORT:**

Luckenbach distributed the invitations to the Leadership Alliance reception to be held at Scranton Library on October 10, 2024. BOT members are asked to bring two guests.

**TREASURER'S REPORT:**

The Treasurer reported on the financial performance for the year ending June 30, 2024. The annual audit is now underway and there is the possibility that there could be audit adjustments to the financial reports, however, they are not anticipated to be major. The monthly financial report now includes a Schedule Identifying accrued vs cash contributions.

Total Operating Income for the year was \$2,250,000 compared to budgeted income of \$1,772,000. This significant overage is all related to contributions that have been recorded. Fundraising was approximately \$222,000 greater than the budget. We have also recorded the value of the artwork received (based on an appraisal) as \$160,500. This is recorded as income.

Total Expenses, before depreciation, are \$1,826,000 as compared to a budget of \$1,772,000. The total expenses are 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 \$2,343,000

After Other Income, we have Total Gain of \$678,000. The major item in Other Income is recording Unrealized Gains on our investments of \$618,000

**DIRECTOR'S REPORT:**

September is library card sign-up month. Kellogg gave Borrower's report. Scranton Library serves an average of 350 patrons per day and circulates approximately 425 physical items a day. The library supports over 30 Book Clubs. Scranton Library is consistently in the top 5 of the LION system. Kellogg gave thanks to the entire circulation team.

Murphy encouraged BOT members to look at the staff biographies. She will send questions to BOT members for the purpose of writing biographies. Murphy also asked for BOT members to provide headshots. A committee is being formed for the library's 125-year anniversary. If interested in joining the committee, please inform the Director. Director Murphy was pleased with the very active summer at Scranton. Children's, Teens and Adults had over 125 programs this summer. Jessie Bernier has been doing outreach at town beaches and summer concerts. The library held its first Virtual Author Talk with *New York Times* Best Selling author Shelby Van Pelt, who discussed her book, *Remarkably Bright Creatures*. Talks are publicized on the library's website, calendar and social media. The Door Greeter program has been successful. Greeters have been from VISTA or FSL. This July the number of in-person visits, room use, and circulation is the highest its been since 2017. Ed Lent, poet and artist approached Allison and volunteered to start a poet laureate program in Madison. This will be sponsored by the library, but we are looking for town support.

#### SCRANTON LIBRARY FRIENDS:

The Friends final Book Sale will be held on September 19, 20 & 21. SLF has hanged the notifications of the monthly meetings. All people are welcome to Friends' meetings. There will not be a mini golf event this year but there will be one September of 2025 with a new vendor.

#### JULY ACTION ITEMS REVIEW:

- 1.The SFL Book Sale in July was a success. The next sale is September 19 (for SLF members), 20, and 21. Please donate. In process.
- 2.The art appraisal is complete and has been shared with the Finance and Audit Committees. Complete.
- 3.Interested BOT members, the Development Committee, and Allison developed talking points and a donation visual for Beachcomber Night. Allison provided library card applications for the event. Complete.
- 4.Ken prepared the requested reports to share with the BOT at the September meeting, previously shared with Finance/Audit in August. (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.) Complete.
- 5.Ken prepared a modified budget that shows any updates for new position(s). Complete.
- 6.Allison has not prepared a job description for the development position to share at this time as it is pending. In process.
- 7.Contact Allison if you are interested in joining the 125-year anniversary celebration committee. In process.
- 8.Information was shared by the Buildings and Grounds Committee with the BOT to prepare for the September BOT meeting. Complete.
- 9.BOT members signed the Conflict-of-Interest Policy and the Expectations for Trustees documents and gave them to Christine, or will tonight. Complete.
- 10.Committee chairs sent names of ad hoc members of committees to Christine. Complete.
- 11.Each committee completed a SWOT analysis of its work and shared it with Strategic Direction. Complete.

**NEW BUSINESS:** No new business

## **COMMITTEE REPORTS**

### Audit:

Chris Ryan has contacted the new auditors, and they will be coming out soon.

### Building and Grounds:

The completion of 20 Wall has had additional delays. Forshaw wrote to insurance company asking for clarity of payment. The significant hold up is the question of financing the mini-split heating. There is not yet a projected completion date.

The question was posed if we are bound to use Atlantics subcontractor? There is still some discussion to be had.

Ryan made a motion to allocate up to \$25K to heat 20 Wall Street while concurrently working to get insurance reimbursement with the money to be sourced from the Capital Fund and to be used after significant due diligence by the Building and Grounds Committee.

Wiles seconded the motion.

Discussion of the motion.

A majority rejected the motion.

Stableford, Downes, Murphy and Flynn made a presentation of 24 Wall Street. Discussion followed.

Stableford, Schneider and Luckenbach will come up with some means of voting on the asset at 20 Wall Street.

### Development:

New co-chairs of the Development Committee will be Anne Hering and Doreen Shirley replacing the outgoing committee chair Nicole Wiles.

Luckenbach thanked Nicole Wiles for her leadership.

Wiles gave Development report. The Beachside Bash grossed \$16K and after expenses netted \$8K. There remains \$224K to be raised. The goal for the September appeal is \$40K.

The annual donor survey has been sent and the Development committee will discuss responses.

The Leadership Alliance Reception will be held on 10/10/24 and BOT members are asked to bring 2 guests. The reception will be held at Scranton Library. Allan and Penny Katz are underwriting the event.

Dan McIntyre and Mary Didiuc have joined the Development committee. Didiuc will assist Director Murphy with grant writing.

### Governance:

Beirne thanked BOT members who completed the 3 Governance documents. The Governance Committee is currently reviewing bylaws. A majority of the members of any committee must be trustees. The Governance committee recommend a vice-chair for all committees.

With the vacancy left by Wiles there is the need for a new trustee. The Governance Committee is In currently in the vetting process

### Finance:

The committee recommended that a new report be generated that shows not only the accrued income from pledges but also the cash actually received.

New positions added in the 2025 budget will remain in the budget, however, the Director will be able to fill these positions as she sees fit. Essentially the positions are approved but unfunded until the Director sees the need to fill them.

The committee approved the creation of Directors/President Discretionary Fund of \$10,000. The committee will work out the safeguards and procedures necessary.

It was recommended that a meeting be setup with Peggy Lyons to discuss the budget philosophy and financial reporting of the library.

### Strategic Direction

The SD Committee met on August 12 to work on the feedback gathered from the various focus groups. The committee will package that information and present a report to the BOT. The committee will be voting on adding a vice chair and will discuss the possibility of getting a consultant to help with SD retreat.

### September's Action Items Review:

- 1.The SLF Book Sale is September 19 (for SLF members), 20, and 21. Please donate.
- 2.BOT members are asked to invite two guests to the Leadership Alliance event October 10, as noted on the invitation.
- 3.Contact Allison if you are interested in joining the 125-year anniversary celebration committee.
- 4.Please review the information provided in the 24 Wall Street PPT and support materials that the Building and Grounds Committee shared. Keith, Bill, and Cindi will discuss voting options for October.
- 5.Keith, Ken, and Allison will meet with Peggy Lyons about the budget.
- 6.Allison will have a correct link to the Building and Grounds support material sent to the BOT.

### ADJOURNMENT:

Stableford made a motion to adjourn; Hering seconded the motion. Motion passed. The meeting adjourned at approximately 9:16 pm.

Respectfully submitted,  
Doreen Shirley