

EC Scranton Memorial Library
Minutes of the Board of Trustees December 9, 2024

CALL TO ORDER: Luckenbach called the meeting to order at 7:02 PM.

In attendance: Keith Luckenbach, Ken Nolan, Cynthia Schneider, Doreen Shirley, John Muller, Chris Ryan, Anne Hering, Christine Beirne, Laura Downes, Bill Stableford, Paul Sprague, Mary Beth Forshaw, Allison Murphy, Tod Van Kirk, Tim Kellogg, Kari Castelli, Barbra Buckley, Katie Stein (liaison BOF), Steve Moalli of Bailey & Scarano, Kari Castelli

Not in attendance: Michele Flynn, Mary Didiuk, Scott Murphy (liaison BOS),

PUBLIC COMMENT: No comments

MINUTES:

Stableford made a motion to accept the minutes of the November 18, 2024 meeting; Nolan seconded the motion; motion passed.

PRESIDENT'S REPORT:

Luckenbach and others will attend the Board of Finance meeting Wednesday, December 11, 2024 at 7:00pm to discuss the upcoming budget. (Post-meeting note: Board of Finance meeting was postponed to January 15, 2025 at 7:00pm.) The staff holiday lunch will be held on Friday, December 12, 2024. Luckenbach thanked trustees for their donations and thanked Stableford for organizing the event. A Chris Penders Memorial Fund set up by an anonymous BOT member has not yet met the maximum matching donation. If any BOT member is interested in donating, please contact Murphy. Murphy will ask the anonymous donor if others can donate to the matching fund. Luckenbach will not attend the January or February BOT meetings.

- i. Steve Moalli presented the audited financial statements for the years ending June 30, 2024 and 2023.

TREASURER'S REPORT:

The Treasurer noted that the Income Statement, Balance Sheet and Cash Flow Statement will be e-mailed to the Trustees shortly. The goal is to have these documents available by 10 calendar days after month end. These documents are in the same format as the year-end audited statement. The information presented at the scheduled meeting of the Trustees will be the forecast for the year, as presented in previous years.

Total Operating Income for the year is forecast at \$2,088,000 compared to the budgeted income of \$2,073,000. This forecast assumes that income from fund raising will be \$4,000 less than our budget. This anticipates that new dollars to the Leadership Alliance will be approximately \$65,000 less than budget and all other Fund raising will be approximately \$62,000 more.

Total Expenses are forecast at \$2,561,000 compared to a budget of \$2,527,000. Expenses are projected lower than previously forecast. Total expenses are 1.4% above budget. Salary and Benefits are projected at \$80,000 under budget since two budgeted positions (Development and

Facilities) are vacant. Grant expenditures of approximately \$105,000 are not included in the budget, but the expenses are recorded.

After Other Income, there is a projected Total Loss of \$294,000 which is an improvement over the previous months and improvement over budget.

DIRECTOR'S REPORT:

Director Murphy shared updates on statistics with numbers similar to last month's. It has recently been very crowded at the library with students studying for midterm exams. Jesse Bernier, Adult Programming Librarian, has joined the Library Speakers Consortium. The Consortium creates 2-3 online bestselling-author events per month which are streamed to patrons of every member library. These are live events with interactive Q&A sessions where participants can ask questions directly to the author. Approximately 100 Scranton Library patrons have joined these presentations each month. Scranton Library is partnering with the DHHS Excel Group and Madison Youth and Family Services to offer babysitting at the Holiday Helper Hangout. Children in Grades K-5 can be dropped off at the library during the Chamber of Commerce's Sip, Shop & Stroll event on December 12 from 4:30 – 7:30pm for babysitting. There will be adult supervision. Lydia Holland, Head of Children's Services, co-hosted the first Youth Entrepreneur Holiday Market along with Madison Youth and Family Services. Children paid \$5 for a table at which they sold their wares or gently used toys. Approximately 300 people attended. A portion of the \$5 table fee went to Madison Youth and Family Services' Blizzard program.

SCRANTON LIBRARY FRIENDS:

This was Barbra Buckley's last report as the president of the Scranton Library Friends. The Friends will be having their annual meeting next Wednesday, December 18 where nominees for the offices of Treasurer and President will be acted upon. It is anticipated that Charles Reese will take over role of President as of January 2025. The Friends are looking to recruit members with computer literacy skills. The Friends book collection bins are currently closed, but donations are accepted at the reference desk. Dates for future book sales will be announced in January. The Friends are planning a membership mailing and a social event for January or February. Buckley expressed her gratitude for her time on the Board of Trustees. Luckenbach thanked Buckley for her efforts with the SLF and the Board of Trustees.

Review of November's Action Items

1. BOT members gave monetary support to Stableford for a holiday lunch and gifts for staff. Complete.
2. Murphy, Luckenbach, Schneider, and Nolan will attend the November BOF meeting on Wednesday, December 11 at 7:00. All BOT members are invited to attend. In process.
3. The Toast of the Town event celebrating the Exchange Club was on December 5th. Complete.
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. In process.

NEW BUSINESS:

No new business

COMMITTEE REPORTS:

Strategic Direction:

No report

Building and Grounds:

There is progress with septic system repairs in the main building and the library will pay a deductible. In memory of Chris Penders, Mad4Trees has donated a tree to be planted in the pollinator garden. Nature's Design will plant the tree at no cost to the library. The holiday lights have been installed but it appears timers are not set up correctly. A company has been selected to replace gutters at 24 Wall Street and Orlando Petgrave Company will be hired for the painting. We are waiting for work to be continued at 20 Wall Street.

Development:

Over \$3K was raised on Giving Tuesday. The Development Committee thanked Heather Skalet and her daughter Quinn with their help in making the promotional videos for the Day.

The Toast of the Town event honoring the Madison Exchange Club was a success. The Exchange Club thanked us for hosting and honoring them.

Scranton Library will be Grand Marshall of the Exchange Club's 4th of July parade. It was suggested that the library create a float for the parade. Could Madison Earth Care help by providing us with a flatbed trailer?

December appeals letters are completed and should be in the mail shortly, with a goal of \$70K.

January and February appeal letters will target new Madison residents. Two new Leadership Alliance members have made pledges and holiday notes thanking our LA members are being mailed.

The Heart of Madison Raffle will be held on March 17, 2025. The raffle committee will set up a table to sell tickets at the Chamber of Commerce's Souper Bowl to be held on February 22, 2025. We are hoping to have a partnership with a restaurant in town to share our spot. It was suggested to approach Lenny & Joe's with the partnership.

A date has not yet been chosen for the Beachside Bash pending a final decision on The Summer Scranton Block party currently scheduled for June 28.

Finance and Investments:

No meetings were held. It is anticipated that the committee will meet in late January to review investment policies.

Governance:

No report

Audit:

Steve Moalli presented the Financial Statements for the years ending June 30, 2024 and 2023.

December's Action Items Review:

- 1.Luckenbach and the budget team will meet with Peggy Lyons Tuesday, December 10.
- 2.Murphy, Luckenbach, Schneider and Nolan will attend the November BOF meeting on Wednesday, December 11 at 7:00. All BOT members are invited to attend. (Post-meeting note: Board of Finance meeting was postponed to January 15, 2025 at 7:00pm.)
- 3.The holiday lunch celebration and gifts for Scranton Library staff will be held on December 13.
- 4.The SLF will vote on a new president and treasurer on December 18 at 10:00.
- 5.Strategic Direction invites the BOT to a retreat to work on the new plan on Saturday, January 25 from 9:00 – 1:00. Access to the data has been provided.

No Other Business

Stableford made a motion to adjourn; Nolan seconded the motion. Motion passed. The meeting adjourned at approximately 8:40 pm.

Respectfully submitted,
Doreen Shirley