**EC Scranton Memorial Library**

Minutes of the Board of Trustees June 9, 2025

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

In attendance: Keith Luckenbach, Ken Nolan, Cynthia Schneider, Doreen Shirley, Chris Ryan, Christine Beirne, Laura Downes, Paul Sprague, Mary Beth Forshaw, Allison Murphy, Charles Reese, Anne Hering, Bill Stableford, Michele Flynn, Tod Van Kirk

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

**PUBLIC COMMENT:** On behalf of the Board of Trustees, Director Murphy thanked Luckenbach for his time as President of the Board of Trustees.

**MINUTES:**

Reese made a motion to accept the minutes of the May 12, 2025 meeting; Nolan seconded the motion. Motion passed with one abstention.

**PRESIDENT’S REPORT:**

Luckenbach thanked the trustees for their support during his tenure as the Board President. Luckenbach congratulated Director Allison Murphy on the birth of her first grandchild.

**TREASURER’S REPORT:**

The Treasurer noted that all statements including the Financial Statement, Forecast and Income Statement, Balance Sheet and Cash Flow Statements were produced within 5 working days of the month’s end. He noted that Director Murphy and her staff have significantly improved the timeliness of the month-end financial reports. The goal is to produce financial statements 5 to 10 working days before the month’s end.

Total Operating Income for the year is forecast at $2,369,000 compared to the budgeted income of $2,073,000. We have received a renewal of the Schumann Grant for $350,000. The income is recorded in 2025 although the cash will be received over the next three years. The forecast for fundraising assumes that the total income will be $95,000 less than budgeted. This anticipates that new dollars to the Leadership Alliance will be approximately $140,000 less than budgeted and all other fundraising be approximately $45,000 more.

Total Expenses are forecast at $2,494,000 as compared to an adjusted budget of $2,632,000. We are forecasting a slight reduction from the previous month’s forecast. The total expenses are forecast 0.4% under budget. Salary and Benefits are projected at $152,000 under budget because two budgeted positions are vacant. An Operating Loss of $126,000 is forecasted compared to a Budgeted Loss of $559,000. The forecast for depreciation is $517,000.

After Other Income, there is a projected Total Gain of $13,000.

**DIRECTOR’S REPORT:**

Director Murphy reported that Meeting Room and Study Room use are at the highest they have been this year. Lydia Holland, Head of Children’s Services, is moving on to a position at the Meridan Public Library where she will be Head of the Children's Department, as well as acting as the Co-assistant Director. Director Murphy thanked Holland for her invaluable work at Scranton Library.

There will be a Volunteers’ Tea held in the Johnson Community Room on Thursday, June 12th at 10:00 AM. Trustees are invited and asked to RSVP to Murphy. The July 4th parade committee is working on plans for the float. Trustees are asked to email Murphy if they plan to walk with the library contingent.

Downes is working hard on the Scranton Library history display which will be hung in the Johnson Community Room.

**SCRANTON LIBRARY FRIENDS:**

Reese reported the Book Sale raised $5,500. The Friends are moving forward with the Christmas ornament project. Ornaments will be sold for $30/each with approximately a $15 profit per ornament sold. The recent Membership Drive resulted in a low response partially because the Post Office has not yet delivered all mailings. The SLF next Book Sale is scheduled for July 17-19th.

**May Action Items Review for June Meeting**

1. The Scranton Library Friends had a successful book sale on 5/15-5/17. Complete.
2. Please review the information about the candidates for BOT positions in advance of the vote at the June meeting. Complete.
3. The Evening with Jacques Pepin (Leadership Alliance) event on Sunday, May 18 at the Downes Residence was a rousing success! Complete.
4. Save the dates:

* The Beachside Bash, Saturday, June 28 at the Surf Club. Please sign up to help. Also, send any suggestions to Hering or Shirley and please help to garner sponsors, activations, etc.
* July 4 Parade.
* Scranton Library Block Party, August 16. Sign-ups to help TBD. (There is no BOT meeting in August).

**NEW BUSINESS:**

The next Board of Trustee meeting will be July 14th.

**COMMITTEE REPORTS:**

Audit:

No report

Building and Grounds:

The exterior work for 24 Wall Street is complete and the renovations of 20 Wall Street (OPO) are in its final stages. Kellogg acquired a $5K grant to pay for window blinds for 20 Wall Street from the Christine E. Moser Foundation. Hoping the OPO building will be open by mid-June. The south automatic door was repaired. Memorial bricks will be installed this month. Stableford thanked Kellogg for his extensive work on the Building & Grounds committee along with all those who have worked on the committee. Luckenbach thanked Stableford for initiating the committee and the work he has done on the committee.

Development:

The Pepin/Leadership Alliance event was held on May 18th at the home of Laura and Bill Downes. Everyone enjoyed the event. The Board thanked the Downes’ for their generosity and hospitality. It is the hope that this event will generate new Leadership Alliance members. Michele Flynn expressed interest in hosting the next cocktail party in August or September.

The Spring appeal has brought in $15K as of mid-May. The Great Give raised $5K with a full match by Liz Daly. The Board thanked Liz Daly for her generosity.

The Beachside Bash is sold out. Food will be provided by Taco Pacifico, music will be provided by Caribbean Vibe, dessert will be donated by Meriano’s Bake Shoppe and Cask & Cork has donated the wine tasting. As of this date there is one Gold Sponsor: Yale Medicine Dermatology. Silver Sponsors to date include Bill Stableford, Principle Wealth, Mosquito Joe, Gulick & Co., North Madison Congregational Church and CareFur Veterinarians. The Bronze Sponsor to date is Child and Adult Orthodontics.

The total fundraising income is now at $231K not including Leadership Alliance contributions. The goal was $224K excluding LA contributions. Leadership Alliance pledges are at $79K. Total expenses are $11K.

A JMcLaughlin Sip & Shop event will be hosted by Sara Greenwood at the store on June 11th from 4:00-7:00. 10% of sales will be donated to Scranton Library.

Finance and Investments:

The library has begun working with the actuarial firm, Milliman, to terminate the existing pension plan by shifting the risk associated with the existing plan. Market conditions are such that we may be able to terminate the existing plan so that all the participants ‘remain whole’ and we minimize the cost and administrative burden on the library. It is anticipated that if we decide to terminate the existing plan it is likely to be in the first quarter of calendar year 2026.

The legal review of the Trust Assets is continuing.

The Committee has begun its review of investment policies and procedures.

Governance:

Beirne informed the Board that Michele Flynn is leaving the Board. Beirne thanked Flynn for her engagement and for completing this year’s term.

Beirne expressed the importance of succession planning. As Stableford is nearing the end of his third term he will remain on the Building and Grounds committee and chairmanship will move to Chris Ryan. Beirne will remain on the Governance Committee and Forshaw will take over as chair.

Strategic Direction:

Sprague shared that the shorter version of the newly adopted Strategic Plan is the public facing version and the longer version of the plan is for the Board of Trustees and library staff.

June Action Items Review:

1.Save the dates:

* Sip and Shop, Wednesday, June 11 from 4:00-7:00. Please attend.
* The Volunteer Tea, Thursday, June 12 at 10:00. Please RSVP to Murphy if you can attend.
* The Beachside Bash, Saturday, June 28 at the Surf Club. Please sign up to help. A Sign Up Genius will be sent.
* July 4 Parade. Please RSVP to Murphy if you are marching.
* The SLF Book Sale is July 17-19.
* Scranton Library Block Party, August 16. Sign-ups to help TBD. (There is no BOT meeting in August).

Adjournment of Regular Session

Stableford moved to enter Executive Session; Berine seconded. Motion approved.

Minutes of Executive Session documented separately.

Nolan moved to adjourn Executive Session; Sprague seconded. Motion approved.

**Other Business**

Attendees of the Executive session endorsed four new Board of Trustee members: Renee Perdue, Kathleen Mahoney, Jennifer Friedman and Jane Zennario.

Forshaw will hold an orientation for new trustees at 6:15 on July 14. Committee chairs asked to attend the orientation.

Nolan made a motion to adjourn the meeting; Flynn seconded the motion.  Motion passed. The meeting adjourned at 8:05 pm.

Respectfully submitted,

Doreen Shirley