

**EC Scranton Memorial Library**  
Minutes of the Board of Trustees July 14, 2025

**CALL TO ORDER:** Schneider called the meeting to order at 7:02 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, Tod Van Kirk, Mary Didiuk, Renee Perdue, Kathleen Mahoney, Jane Zennario

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

**PUBLIC COMMENT:**

No public comment.

**MINUTES:**

Forshaw made a motion to accept the minutes of the June 9, 2025 meeting; Beirne seconded the motion. Motion passed with four abstentions.

**PRESIDENT'S REPORT:**

President Schneider Welcomed the new BOT members: Jennifer Friedman, Kathleen Mahoney, Renee Perdue, and Jane Zennario.

Schneider outlined the key areas of focus for Fall 2025. First, the priority is to continue strengthening the Library's financial foundation. This includes finalizing the annual operating budget, reviewing the investment policy and associated spending rules, evaluating the potential restructuring of a trust currently managed by an outside trustee, and continuing the process related to the pension plan.

Second, attention will turn to calendaring and planning. A document titled *Annual Accountabilities*, included in the meeting packet, will serve as the foundation. It requires some updates, and following the meeting, Schneider will distribute a Word version to allow for edits. Committee chairs and members of the Scranton Library Friends (SLF) are especially encouraged to provide input. All suggested revisions or comments should be submitted to Schneider before the September meeting.

Lastly, Schneider announced the formation of an ad hoc committee, under the Buildings and Grounds Committee, to explore potential future uses for the property at 24 Wall Street. Broad representation from across the Board of Trustees is needed for this effort.

**TREASURER'S REPORT:**

The Treasurer reported that the Financial Statements—including the Forecast, Income Statement, Balance Sheet, and Cash Flow Statement based on 12 months of data—are currently under review by the auditors. While some audit adjustments are anticipated, they are not expected to significantly impact the results.

Total operating income for the year was \$2,331,000, which exceeds the budgeted income of \$2,073,000. Scranton Library received a renewal of the Schumann Grant in the amount of \$350,000; although this income is recorded in 2025, the funds will be received over the next three years. Actual income from fundraising fell short of expectations, coming in \$111,000 under budget. This shortfall is primarily due to contributions to the Leadership Alliance, which were approximately \$141,000 below budget. However, other fundraising efforts exceeded expectations by approximately \$30,000.

Total expenses for the year were \$2,464,000, compared to an adjusted budget of \$2,632,000, representing a 0.7% reduction in spending. Salary and benefits expenses totaled \$1,382,000, which is \$163,000 under budget due to two budgeted positions remaining vacant. As a result, the Library reported an operating loss of \$133,000, significantly better than the budgeted loss of \$559,000. Depreciation expense is forecasted at \$517,000.

After accounting for other income, including unrealized gains on investments, the Library closed the year with a total gain of \$450,000.

## **DIRECTOR'S REPORT:**

Director Murphy began by welcoming the new members of the Board of Trustees and expressed her appreciation for the ongoing collaboration among the Board, Scranton Library staff, the Friends of Scranton Library, and volunteers; all of whom contribute to making the library a vibrant and welcoming place. She also extended her thanks to everyone who participated in and supported the library's involvement in the 4th of July parade.

Murphy informed the Board that Amanda Feldman has been hired as the new Head of Children's Services. Amanda has been with Scranton Library for four years and is expected to be a tremendous asset in her new role.

A new display depicting Scranton Library's history is currently on exhibit through the end of July. The display was conceptualized by Laura Downes and co-designed by Lucy Burk, a rising junior at Daniel Hand High School, who created all the graphics. It offers an impressive visual representation of the library's history and evolution.

The Summer Drop-Off program began July 14. It is fully enrolled and free to Madison children who registered. The program runs for six weeks in one-week sessions. Once the Certificate of Occupancy is received, the camp will move into the newly renovated Old Post Office (OPO) building.

The library recorded over 10,000 visitors last month; an impressive milestone that reflects the community's strong engagement with library programs and services. Director Murphy also highlighted the recent passage of S.B. 1271 by the Connecticut Committee on Children. The bill emphasizes the importance of clear, written policies for the selection and reconsideration of library materials in both public and school libraries. The bill includes protections for librarians acting in good faith under the policy. In response, the Connecticut State Library now requires that all libraries review and update their collection development policies in order to remain eligible for state funding. Scranton Library's policies must be reviewed and approved by the Board by November 1, 2025. Following approval, the updated policies and relevant Board meeting minutes must be submitted to the State Library by December 1, 2025. Director Murphy noted that all current library policies are available on the library's website.

Director Murphy asked Board members to save the following dates for upcoming events:

- Thursday, August 14, 4:00–7:30 PM – Beachcomber Night: Secretary Shirley will send a Sign-Up Genius link to all Board members for volunteer opportunities.
- Friday, August 16, 5:00–7:30 PM – Summer @ Scranton Block Party: This free, family-friendly event will offer fun for all ages. A Sign-Up Genius link will also be shared with Board members to coordinate participation.

### **SCRANTON LIBRARY FRIENDS:**

Reese announced that the Scranton Library Friends' Used Book Sale will take place from Thursday, July 17 through Saturday, July 19, 2025. Director Murphy will help promote the event through Constant Contact. In addition, Friends-designed ornaments will be available for purchase at the Book Sale and other events around town. Reese also shared that a proposal has been made to bring back the Mini Golf event; however, with recent changes to the Friends Board, there are concerns about having sufficient resources to run it successfully. Reese will provide the Development Committee with an update on whether the event will move forward.

### **June Action Items Review for July Meeting**

Save the dates:

- Sip and Shop at J. McLaughlin, Wednesday, June 11 from 4:00-7:00. Complete.
- The Volunteer Tea, Thursday, June 12 at 10:00. Complete.
- The Beachside Bash, Saturday, June 28 at the Surf Club. Complete.
- July 4 Parade. Complete.
- The SLF Book Sale July 17-19. Pending.
- Summer @ Scranton Block Party, August 16. Pending.

### **NEW BUSINESS:**

Laura Downes serves as the Board of Trustees' representative on the Madison 200 / America 250 Committee. A major town-wide festival is planned for July 26–28, timed to coincide with the Strawberry Moon, and will be co-branded with all participating local nonprofits. Scranton Library will contribute by offering programming related to the America 250 celebration. In addition, the library will serve as a location for selling event merchandise ("swag"), with proceeds managed through the Madison Foundation.

## **COMMITTEE REPORTS:**

### Governance:

Forshaw, others of the Executive Committee, and Committee chairs conducted an orientation session for three of the four new Board of Trustees members. The meeting packet included three important documents: the Conflict-of-Interest policy, Expectations of Trustees, and the Board of Trustees Code of Ethics. All Board members are asked to review and sign the Conflict of Interest and Expectations of Trustees policies by the next meeting and submit the signed copies to Forshaw.

Additionally, non-trustee members of the public who serve on committees will be required to sign the Conflict-of-Interest policy.

Regarding access to the Board's Dropbox account, Kari Castelli conducted a test to ensure all members could successfully log in. Murphy and Castelli will collaborate to organize Dropbox and archive outdated documents to improve accessibility.

### Development:

The Beachside Bash was a great success, and the committee expressed appreciation to all Trustees and community members who contributed through sponsorships, auction item donations, promotion, and support on the night of the event. A special thank-you was extended to the Daniel Hand High School Boys' Soccer Team for their help with setup and breakdown of the event.

Sponsorships totaled \$5,750, the online auction raised \$4,110, and additional donations amounted to \$150. Onsite activities including Pluck-a-Duck and Take-a-Chance Baskets raised approximately \$2,100. Total event income was approximately \$21,500. Expenses came to \$8,700 and were covered under the existing Fundraising Budget. A "Bash Rehash" meeting will be held for committee members to review and document the event's successes and areas for improvement.

In addition, a Sip and Shop event hosted by former Board member Sara Greenwood at J. McLaughlin, in collaboration with Falk Jewelry, raised \$911 for the library.

Total fundraising income for FY24–25 reached \$255,000, not including Leadership pledges, surpassing the goal of \$224,000.

For FY24–25, fundraising expenses totaled \$19,783, coming in \$5,217 under the approved budget of \$25,000.

A fall Appeal Letter is planned for mailing in September.

### Audit:

The Audit committee will meet in September to discuss Risk Management.

### Building and Grounds:

The renovation of 20 Wall Street (Old Post Office) is nearing completion with contractors, but the building is not yet fully usable. While it is part of the campus, additional expenditures will be necessary to furnish the building and install furniture, fixtures, and equipment (FF&E). There is currently an echo issue in the upstairs room, and the space requires appropriate furnishing. A final punch list has been created, and the team is awaiting the Certificate of Occupancy (CO). Receiving the CO does not mean the building is fully ready for programming, as additional fire protection, security systems, and telephone services still need to be installed.

**Post-meeting note:** On July 16, Director Murphy noted that the CO was received.

A cross-functional committee needs to be formed to discuss the future of 24 Wall Street.

### Finance and Investments:

The committee has begun working with the actuarial firm Milliman to initiate the termination of the existing pension plan by transferring the associated risk. The legal review of the Trust assets is ongoing. In addition, the Committee has begun its review of the library's investment policies and procedures.

### Strategic Direction:

The Strategic Direction Plan took effect on July 1, 2025. Effective calendaring will be important to support timely implementation and coordination across committees.

### July Action Items Review:

- The SLF Book Sale is July 17-19. Please attend and buy an ornament.
- Summer @ Scranton Block Party to be held on August 16. Sign-ups to help to be circulated.
- Beachcomber Night is August 14. The library will have a table. Sign-ups to man the table to be circulated.
- Schneider will circulate an updated accountabilities document. Trustees should send her any items that are missing from the schedule before the September Board meeting.
- The Board will need to approve various policies relating to the library's collection, displays and programs to comply with newly adopted Connecticut legislation (S.B. 1271). The deadline for submission of policies is November 1, 2025.
- Trustees should execute Conflict of Interest and Expectations of Trustee forms and provide executed forms to Forshaw.

Nolan made a motion to adjourn the meeting; VanKirk seconded the motion. Motion passed. The meeting adjourned at 8:31 pm.

Respectfully submitted,  
Doreen Shirley