

EC Scranton Memorial Library
Minutes of the Board of Trustees September 8, 2025

CALL TO ORDER: Schneider called the meeting to order at 7:01 PM.

In attendance: Keith Luckenbach, Ken Nolan, Cynthia Schneider, Doreen Shirley, Chris Ryan, Laura Downes, Paul Sprague, Mary Beth Forshaw, Allison Murphy, Charles Reese, Anne Hering, Bill Stableford, Tod Van Kirk, Mary Didiuk, Renee Perdue, Jane Zennario, Jennifer Friedman, Christine Beirne

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

PUBLIC COMMENT:
No public comment.

MINUTES:
Forshaw made a motion to accept the minutes of the July 14, 2025 meeting; Downes seconded the motion. Motion passed with one abstention.

PRESIDENT'S REPORT:

Schneider shared samples of the new Scranton Library t-shirts available to Trustees and will follow up with a purchase link.

The *Annual Accountabilities* document is currently in draft form. As it is a living document, please submit any additional revisions to Schneider by the end of September.

All remote meetings are to be held via the library's Zoom account. Murphy will distribute the meeting links.

Stableford and Shirley were honored as recipients of the 2025 Beacon Awards, which celebrate individuals who contribute to making the Shoreline community a place of opportunity, well-being, and safety for all. The awards gala will take place on October 14 at The WoodWinds.

TREASURER'S REPORT:

The Treasurer reported that the Financial Statements—including the Forecast and Income Statement, Balance Sheet, and Cash Flow Statement—cover the 12-month period ending June 30, 2025. While the statements are currently unaudited, Nolan anticipates only minor audit adjustments.

Total operating income for the year was \$2,310,000, compared to the budgeted income of \$2,073,000. This increase is largely due to the renewal of the Shuman Grant for \$350,000. Although the funds will be distributed over the next three years, the full amount is recorded as income in FY 2025. Actual income from fundraising was \$132,000 below budget, and new pledges to the Leadership Alliance were approximately \$162,000 under projections. However, all other fundraising exceeded expectations by approximately \$30,000.

Total expenses for the year were \$2,475,000, compared to an adjusted budget of \$2,632,000, representing a 0.7% reduction. Salary and benefits totaled \$1,382,000, which is \$163,000 under budget due to two unfilled positions. The operating loss for the year was \$165,000, significantly better than the budgeted loss of \$559,000. Depreciation is forecasted at \$517,000.

After accounting for other income, including unrealized gains on investments, the organization recorded a total gain of \$275,000.

The Treasurer also presented financial results for the two months ending August 31, 2025, noting that the goal of producing timely financial statements within five business days of month-end has been achieved.

DIRECTOR'S REPORT:

Director Murphy has begun work on the next budget cycle.

Murphy expressed her gratitude to everyone who helped celebrate Kari Castelli's 30-year work anniversary. Murphy also thanked the Trustees who attended the Beachcombers event, as well as those who assisted at the Block Party, which drew 566 attendees.

On September 9, 2025, at 10:00 a.m., the official ribbon-cutting ceremony will be held at the Old Post Office (OPO) building. Murphy hopes to have the space available for reservations by next week. The OPO can be reserved like other library rooms, though specific restrictions will apply.

Scranton Library will be doing significant outreach this fall. There will be a library presence at Pride Fest on September 13 from 1:00 to 4:00 p.m. Staff will also represent the library at the Madison Beach Hotel Craft Fair on October 5 from 11:00 a.m. to 3:00 p.m., and at the Bauer Park Fall Festival on October 18 from 11:00 a.m. to 3:00 p.m. Shirley has sent out a Signup Genius link for Trustees interested in volunteering at the library's table at the Bauer Park event.

The posting for the position of Development Director is expected to go live shortly. This will be a part-time position, 24–28 hours per week, with a salary range of \$40,000–\$50,000. The Development Director will focus on long-term strategic planning and supporting the Leadership Alliance. They will also attend Board of Trustees meetings.

Murphy explained Connecticut Public Act 25-168 which implements new statutory requirements for public libraries concerning policy, intellectual freedom, and state grant eligibility. The law mandates specific policies to protect against censorship and provide a formal review process for library materials. All public libraries must adopt three policies, which must be reviewed and updated at least every five years: Collection **Development and Maintenance Policy**, **Library Display and Program Policy**, and **Material Review and Reconsideration Policy**.

Van Kirk made a motion to vote to accept the proposed policies: **Collection Development and Maintenance Policy**, **Library Display and Program Policy**, and **Material Review and Reconsideration Policy** as proposed by Director Murphy under the recommendation and guidance by the CT State Library on September 8, 2025. Luckenbach seconded the motion. After discussion the motion passed with 2 abstentions.

Ryan made a motion to accept the Library Meeting Room Use Policy as revised. Stableford seconded the motion. The motion passed unanimously.

SCRANTON LIBRARY FRIENDS:

Reese reported that the SLF's July book sale raised \$5,500. Extending Friday morning hours to all buyers made a significant difference in attendance and sales. The SLF also participated in Beachcombers Night and the Block Party. The next book sale is scheduled for September 18–20.

July Action Items Review for September Meeting

- The SLF Book Sale is July 17-19. Please attend and buy an ornament. Complete
- 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. Complete
- Schneider will circulate an updated accountabilities document. Trustees should send her any items that are missing from the schedule before the September Board meeting. Pending
- 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. Complete
- Trustees should execute Conflict of Interest and Expectations of Trustee forms and provide executed forms to Forshaw. Complete

NEW BUSINESS:

The Harvest Festival at Bauer Park will take place on October 18 from 11:00 a.m. to 3:00 p.m. Shirley has sent out a Signup Genius link for Trustees interested in volunteering at the library's table at the Bauer Park event.

COMMITTEE REPORTS:

Governance:

Ryan made a motion to adopt the Conflict of Interest Policy for community members serving on board committees. Van Kirk seconded the motion, and it passed unanimously. All community members serving on committees will be required to sign the policy. Signed forms should be returned to Forshaw.

Forshaw provided an overview of long-term investments benefiting the Library.

Development:

Members of the Development Committee participated alongside others at both Beachcombers Night and the Block Party. To help increase foot traffic at the library tent during Beachcombers Night 2026, it was suggested that Cask & Cork set up their tent next to the library's. Cask & Cork has been approached and has agreed to do so next summer.

The September appeal letter has been finalized and is scheduled to be delivered to 1,025 households by mid-September. The goal is to raise \$45,000. This mailing targets donors from the past three years. New Madison residents will receive appeal letters in December. The Development Committee welcomed new members Jane Zennario and Renee Perdue.

The *Toast of the Town* event will be discontinued and replaced with a new fundraiser: a Book Club/Book Lovers Wine Tasting. A subcommittee will be formed to plan and organize the event. Cask & Cork has agreed to provide all the wine. Shirley has distributed a Signup Genius to gather interest from those who would like to participate in the subcommittee.

In addition to the *Heart of Madison Raffle* and the *Beachside Bash*, the Development Committee is exploring additional fundraising opportunities, including a *Parade of Parties*, *Sip & Shop* events, and restaurant collaborations.

The fundraising goal for FY 2025–2026 is \$250,000, which includes Leadership Alliance pledges. The total fundraising budget is \$26,000.

Audit:

Ryan reported that the audit is underway, with fieldwork currently in progress.

Building and Grounds:

Ryan reported that Tyler Haskell has resigned from the Buildings & Grounds Committee, and his service is both recognized and appreciated. The committee is currently considering resealing and relining the parking lot.

They are also working on a five-year capital expense report and discussing plans for carpet cleaning as well as addressing the acoustics at the Old Post Office (OPO).

Finance and Investments:

The Library is continuing to work with the Actuarial Firm, Milliman, to terminate the existing pension plan by shifting the risk associated with the existing plan.

The legal review of the Trust Assets is continuing.

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

Strategic Direction:

Sprague had no updates to share at this time.

July Action Items Review:

- Schneider will send a link for Trustees to use to order shirts with the Library insignia
- Final edits to the Annual Accountabilities document should be sent to Cindi by the end of September
- The Beacon Awards ceremony will take place on October 14 at WoodWinds in Branford; details will be circulated
- The ribbon cutting ceremony for the OPO will take place on September 9
- The Bauer Park Harvest Festival will take place on October 18; Trustees should sign up to man the library table
- The Friends Book Sale will take place on 9/18-9/20
- Please calendar 12/11 for a Book Club/wine fundraising event

Stableford made a motion to adjourn the meeting; Nolan seconded the motion. Motion passed. The meeting adjourned at 9:18 pm.

Respectfully submitted,
Doreen Shirley