

EC Scranton Memorial Library
Minutes of the Board of Trustees October 20, 2025

CALL TO ORDER: Schneider called the meeting to order at 7:04 PM.

In attendance: Ken Nolan, Cynthia Schneider, Doreen Shirley, Chris Ryan, Laura Downes, Mary Beth Forshaw, Allison Murphy, Anne Hering, Bill Stableford, Tod Van Kirk, Mary Didiuk, Renee Perdue, Jane Zennario, Jennifer Friedman, Christine Beirne, Kathleen Mahoney, Barbara Cook, Kayla Munger, Allison Schroeder, Tim Kellogg, Keith Luckenbach

Not in attendance: Charles Reese, Paul Sprague, Scott Murphy (liaison BOS), Katie Stein (liaison BOF)

PUBLIC COMMENT:

No public comment.

MINUTES:

Downes made a motion to accept the minutes of the September 8, 2025, meeting; Nolan seconded the motion. Motion passed with one abstention.

Special Programs-Borrowing Report

Schneider welcomed Tim Kellogg, Head of Public Services, and Kayla Munger, Assistant Circulation Manager at Scranton Library. They shared several interesting updates about circulation and borrowing. The library now has 8,000 active cardholders and averages 2,200 patrons per week, representing an 8% increase from the previous year. Through interlibrary loan services, the library borrowed over 16,500 items and loaned more than 10,000. Patrons can borrow materials from libraries throughout Connecticut, including university libraries.

Munger currently supports 30 Madison book clubs. The Library of Things collection now includes 30 items, with recent additions such as a KitchenAid mixer and two GoPros. The library also offers 15 museum passes for borrowing. Among the 31 LION libraries, Scranton Library continues to rank in the Top 5 for digital circulation, and usage of the library's mobile app has doubled in the past year. The Notary Service remains available at no charge. Laura Kelly has taken on the role of volunteer coordinator and has resumed outreach visits to the Senior Center.

It was noted that Baker & Taylor, the largest U.S. supplier of library content, is going out of business. This closure will likely impact how quickly library staff can fill holds for high-demand items.

Kellogg and Munger were thanked for their dedicated work, including their efforts on the July 4th parade float, which Munger was instrumental in designing and creating.

PRESIDENT’S REPORT:

Schneider congratulated Shirley and Stableford on their Beacon Awards. Board members were asked to notify Schneider or Kellogg by October 21, 2025, regarding their choice of a T-shirt or polo shirt for purchase. Schneider expressed appreciation to the committee chairs for their work on the annual accountabilities document, which details each committee’s responsibilities for the fiscal year.

TREASURER’S REPORT:

The Treasurer noted that the financial statements, including a Forecast, Income Statement, Balance Sheet, and Cash Flow Statement, cover the quarter ending June 30, 2026. A summarized Profit & Loss statement was also included in the financial statement package sent to the Board, in addition to the fully detailed P&L.

Total operating income for the year is projected at \$2,160,000, compared with the budgeted income of \$2,163,000. Most income categories are forecasted at budget, except for the contribution from the Town of Madison, which is projected to be \$4,500 less than budgeted. The budget had assumed a 2.9% increase in the Town’s contribution; in reality, it increased by 2.7%.

Total expenses are projected at \$2,754,000, compared with a budget of \$2,730,000, representing an overage of 0.9%. This results in a projected operating loss of \$596,000, compared with a budgeted loss of \$566,000. The forecasted depreciation is \$522,000.

After accounting for other income, including unrealized gains on investments, the net loss is projected to be \$275,000.

The members of the Board should review the proposed budget for FY 26-27 prior to the next meeting on November 10th.

DIRECTOR’S REPORT:

Murphy reported that interviews for the Development Director position have been ongoing. A preferred candidate has been identified and will be brought back to meet additional staff members.

The Old Post Office (OPO) program went live last month, and there have been 18 bookings to date, with most bookings coming from community organizations. Staff are being trained in opening and closing procedures,

Murphy shared positive statistics from the recently completed annual report, which is submitted to the state. Analysis of data from the past 10 years shows that the library has physically doubled in size while only adding four full-time staff members. There has been a substantial increase in

onsite visitors, the number of physical and digital items borrowed, the number of programs and program attendees, and the number of room reservations and users.

The increased attendance has an impact on the building which will require additional maintenance now and in the future.

Currently, the library is open 10 hours less per week than previously. Some patrons have expressed concern about the library not being open on Sundays. There is the possibility of extending hours in the future, which would cost approximately \$20,000.

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SCRANTON LIBRARY FRIENDS:

Cook and Schroeder reported in Reese's stead that the most recent Used Book Sale held in September raised \$5,176 from the sale of books and ornaments. To date, 48 ornaments have been sold. The ornaments were designed by the same company that created the White House ornament and are intended as keepsakes. Pop-up events will be held to sell both books and ornaments, and the committee will meet to brainstorm additional fundraising ideas.

Book donations are now being accepted again on the 24 Wall Street porch, and donation levels are improving. Dates for upcoming book sales are to be determined, and a budget will be developed next month.

Murphy thanked Cook and Schroeder for their energy and dedication, noting that they attend many town events representing the Friends of Scranton Library.

September Action Items Review for October Meeting

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

NEW BUSINESS:

Downes reported on plans for the *Madison 200* events, noting that Scranton Library will be involved in many aspects. The Children's Department will host a Silly Putty "Stretchy Story Time," with each participant receiving Silly Putty. Teen Librarian Tanner Mroz will transform OPO into a Madison 200-themed escape room. Additionally, the library plans to launch a story podcast featuring local residents. The Deacon John Graves House will host a "Tavern Night" in May; more details to follow.

The Board of Trustees will provide a holiday luncheon for staff on December 19, 2025, and a \$10 Dunkin' gift card for each staff member. BOT members are encouraged to attend and bring additional items, such as baked goods (including gluten-free options). Cash donations can be given to Bill or placed in the BOT mailbox behind the circulation desk. Staff have expressed their appreciation for these gestures.

A special BOT meeting will be held on December 8, 2025, at 7:00 p.m. to discuss Trust 2, with the attorney hired by the Trustees in attendance. The regular December BOT meeting is scheduled for December 1, 2025.

COMMITTEE REPORTS:

Audit Compliance and Risk Management:

The audit is ongoing. Two issues remain outstanding: receipt of pension information and determinations regarding the trusts and their impact on the library's financial position. Additionally, the status of risk management for the library's insurance policies is under review.

Building and Grounds:

Several maintenance and cost-related issues were discussed, including painting and sealing the parking lot, and cleaning or replacing carpets in the Johnson Room. The hot water heater is broken, with repair costs estimated at approximately \$11,000. Power washing of the pavers and game tables is under consideration, and OPO sound-dampening options are still being investigated. The 24 Wall Street building has accumulated a lot of dust, which Orlando has cleaned. A basement leak will also be investigated. Discussion included whether there has been a budget provision for these items.

Development:

The September Appeal has generated \$24,000 to date. Work is underway on the December Appeal, which is scheduled to arrive in households' mailboxes in mid-December.

A Novel Pairing – An Exclusive Event for Book Lovers will be held on December 10, 2025, from 6:00–8:00 p.m. in the library's Mezzanine and Henry Bacon Room. Cindy Haikin, Reader

Advisory Librarian at the Wallingford Library, will present a Book Buzz. Wine for the tasting will be donated by Cask & Cork, and Bill Stableford has generously contributed \$500 toward appetizers from What's Cookin' and Meriano's Bake Shoppe. Meriano's Bake Shoppe has provided a substantial discount on the desserts for the event. The event will feature a door prize donated by Folklore Flowers and opportunities to purchase Take-a-Chance tickets for three gift baskets. "Blind Date with a Book" selections will be available for \$5-\$10 each. A wrapping party for these books will be held on November 12, 2025, from 6:00–7:30 p.m. Board members are encouraged to share event information with their contacts.

A Sip & Shop event is also being planned in collaboration with three, possibly four, Wall Street businesses: Willow & Birch/Little Willow, SLATE, and Deux Bisous. Board members are encouraged to attend with friends, as a portion of sales that evening will be donated to the library.

In addition, a restaurant collaboration is being explored. A draft letter has been prepared and will be shared with all Board members to distribute to any restaurants with which they have relationships. Similar to the Sip & Shop event, a portion of sales from the designated day and time would be donated to the library.

Finance and Investments:

The committee has reviewed the investment performance of the trust funds and continues to work with the trustees of the three trust funds. A legal review of the Trust assets is ongoing.

The library is collaborating with the actuarial firm Milliman to terminate the existing plan by shifting the associated risk.

The committee continues its review of investment policies and procedures.

The committee approved the budget as presented and recommended that it be forwarded to the Board for approval.

Governance:

Two new policies have been proposed: the Document Retention Policy and the Open Reporting and Protection Policy. Adoption of these policies is expected to enhance Scranton Library's ranking on Charity Navigator, an organization that evaluates nonprofits to help donors identify effective, transparent, and financially healthy charities. Board members are encouraged to review the proposed policies prior to the November meeting, at which they will be discussed and voted on.

Strategic Direction:

The committee will meet in early November to review the Strategic Direction Plan and will present updates and progress to the Board in January. The committee welcomed Kathleen Mahoney as a new member.

October Action Items Review:

- Board members should review the proposed budget, which will be discussed at the November board meeting and voted on at the December board meeting.
- Board members should review the proposed document retention and open reporting and protection policies. They will be discussed and voted on at the November board meeting.
- A special Board meeting will take place on December 8. The Board will discuss potential distributions from and treatment of Trust 2.
- A Board-sponsored holiday party will be held for staff on December 19. Please provide contributions to Bill Stableford. Also let him know if you are able to make in-kind donations, such as baked goods.
- A Sip and Shop fundraising event will take place on November 20 at Willow & Birch/Little Willow, Slate and Deux Bisous. Please attend.
- The Novel Pairing fundraiser will take place on December 10. Please buy a ticket and/or volunteer.

Downes made a motion to adjourn the meeting; Stableford seconded the motion. Motion passed. The meeting adjourned at 8:54 pm.

Respectfully submitted,
Doreen Shirley