

EC Scranton Memorial Library
Minutes of the Board of Trustees January 12, 2026

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

In attendance: Ken Nolan, Cynthia Schneider, Doreen Shirley, 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, Keith Luckenbach, Susan Frankenbach, Charles Reese, Paul Sprague

Not in attendance: Chris Ryan, Scott Murphy (liaison BOS)

PUBLIC COMMENT:

No comments

VOTE ON MOTION MAILED TO THE BOARD OF TRUSTEES:

Forshaw made the motion to withdraw all of the principal of the 1924 Trust for the Use and Benefit of the E.C. Scranton Memorial Library ("Trust 2") other than \$50,000 and to support an initiative by the Trustees of Trust 2 to dissolve Trust 2. Stableford seconded the motion. Motion passed unanimously of the Board members present.

MINUTES:

Nolan made a motion to accept the minutes of the December 1, 2025, meeting; Stableford seconded the motion. Motion passed.

SPECIAL PROGRAMS:

Susan Frankenbach, Development Director, has completed her first two months in the position. During this time, she has had productive conversations with many key stakeholders and has identified several grant opportunities she plans to pursue. She will also be reaching out to donors to thank them and to engage in conversations about their philanthropy.

PRESIDENT'S REPORT:

A visitor from the Board of Trustees of the Henry Carter Hull Library in Clinton is scheduled to visit in February. On January 26 at 7:00 p.m., Allison will present the budget to the Board of Selectmen, and on February 23 at 7:00 p.m. to the Board of Finance. Both meetings will be held at the Town Campus. Board members are reminded to review their annual accountabilities, particularly committee chairs.

AUDIT REPORT

Steve Moali of Bailey Scarano shared the Independent Auditor's Report.

TREASURER'S REPORT/FINANCE & INVESTMENT COMMITTEE:

Forshaw moved to authorize Kenneth Nolan to serve as the Library's designee with respect to the amendment and termination of the Library's pension plan, as set forth in the Resolution included in the packet sent to Board members in advance of the January 12, 2026 Board meeting. Stableford seconded the motion. The motion passed with one abstention.

Forshaw made a motion to support the initiative to transfer to the New Haven Community Foundation the management of a Trust created by Mary Scranton for Use and Benefit of the E.C. Scranton Memorial Library ("Trust 1") and a Trust created in 1989 also benefitting the Library ("Trust 3"). Reese seconded the motion. The motion passed with one abstention.

The Treasurer's report is based on actual results from the first six months of the fiscal year, with a forecast for the balance of the year. With six months of data, there is a high degree of confidence in the projected results. Total projected income for the year is \$2,199,000 compared to a budget of \$2,163,000. Fundraising revenue is projected to be \$35,000 under budget, while income from sources other than the Town of Madison is projected to be \$75,000 over budget. Funding from the Town of Madison is projected to be 2% below budget.

Total expenses are projected at \$2,715,000 compared to a budget of \$2,730,000. Payroll expenses are forecast at \$1,577,000 versus a budget of \$1,600,000.

The total operating loss is projected to be \$516,000 compared to a budgeted loss of \$566,000. After accounting for non-operating revenue, the projected net loss is \$152,000 compared to a budgeted loss of \$566,000, representing a significant improvement.

The Finance Committee has been meeting regularly, with primary focus on Trust Funds and pension termination.

DIRECTOR'S REPORT:

Murphy distributed copies of the most recent Annual Report. She reported that work is underway on a new Scranton Library welcome brochure, continued work of the Strategic Plan, and the formation of related committees.

The annual Staff Development Day is scheduled for May 8, 2026. Programming will include a keynote speaker from Transformative Leadership Strategies, who will address intergenerational workplace strategies, as well as an active shooter training review and Narcan training. The library will be closed that day for annual maintenance.

As part of the Madison 200 celebration, the library will participate in multiple ways, including the launch of a podcast titled *Madison Memories*. The podcast will feature individuals with significant memories of, or connections to, Madison. A high school student will assist with production, and the podcast will be hosted on the library's website.

The Director's goal review was completed with the Executive Committee, and she is on track with her objectives.

Appreciation was expressed for the staff holiday party.

SCRANTON LIBRARY FRIENDS REPORT:

Reese reported that the organization is almost at capacity for book storage and is considering off-site options to house excess inventory. A Children's Book Sale is being considered for February, along with plans for a town-wide mailing during that month.

December Action Items Review

- The Library Staff holiday party will take place on December 19 at noon. Contributions are still being collected by Bill Stableford. COMPLETE
- Special Board meeting on December 8th and attorney will join us. COMPLETE
- Novel Paring on December 10th COMPLETE

Madison 200 Report

Downes reported that, as part of the Madison 200 celebration, a music festival is planned for June 27, to be held at the Surf Club. The event will feature a series of staged performances.

NEW BUSINESS:

No new business

COMMITTEE REPORTS:

Audit, Risk Management and Compliance:

No report

Building and Grounds:

Questions remain regarding the quotes for sound-dampening panels for the OPO, and additional clarification will be sought. An update will be provided at next month's meeting.

Development:

The December appeal has raised \$30,000 to date, with additional donations still anticipated. The fundraising goal for this appeal is \$70,000.

A Novel Pairing event, held on December 10, was a success, raising just under \$5,000. Appreciation was extended to Bill Stableford; Renee Perdue and her Mosquito Joe crew; What's Cookin'; Folklore Flowers; Laura Downes; and Meriano's Bake Shoppe for their generous contributions of time, funds, and support. Early planning is underway to repeat *A Novel Pairing* in early June, with a Summer Beach Reads theme.

The Beachside Bash will be placed on hiatus for 2026.

Planning for the 2026 *Heart of Madison* raffle is underway. The drawing will take place on April 1, 2026, and will feature three prizes structured similarly to last year's raffle. Board members are asked to assist with procuring gift cards and to participate in ticket sales. A SignUpGenius will be shared for ticket sales and full Board participation is encouraged.

The Madison Chamber of Commerce *Souper Bowl* event will take place on February 21, 2026. The library will once again host a table, with soup generously donated by What's Cookin'. Board members are asked to assist by distributing soup and selling raffle tickets at the library table. A separate SignUpGenius will be distributed for this event.

Governance:

A meeting is scheduled for next week to begin the process of identifying potential new trustees. The committee is seeking 2 to 4 candidates, and Board members are encouraged to suggest individuals. Consideration should be given to demographics, including parents with children and local business leaders.

Strategic Direction:

Sprague reported that the Strategic Development Committee has been compiling updates from the committee chairs. All updates are to be submitted to Sprague by the February Board meeting.

January Action Items Review:

- The library's proposed budget will be presented to the Board of Selectmen on January 26, 2026 and to the Board of Finance on February 23, 2026. Both meetings will be at the Town Campus and will begin at 7 pm. Board presence at these meetings is encouraged.
- The Friends will be preparing a fundraising mailing at the Library on February 2 and 3, 2026. Assistance by Board members would be appreciated. Drop by to help when convenient.
- Save the date for manning a library table at the June 27, 2026 music festival at the Surf Club in connection with Madison's 200th celebration.
- The Development Committee needs help in collecting gift cards and selling raffle tickets in connection with its annual raffle. A sign up sheet for gift card procurement has been circulated. A Sign Up Genius for selling tickets will be forthcoming.
- The library will have a table on February 21, 2026 at the Chamber of Commerce's annual Souper Bowl event. A sign up sheet for manning the table will be circulated.
- Committee chairs should provide feedback to Paul Sprague on planning and progress in connection with the Library's Strategic Plan

Stableford made a motion to move into Executive Session; Nolan seconded. Motion passed.

Luckenbach made motion to adjourn Executive Session; Hering seconded. Motion passed.

Nolan made a motion to adjourn the meeting; Zennario seconded the motion. Motion passed.

The meeting adjourned at 8:47 pm.

Respectfully submitted,
Doreen Shirley