

**EC Scranton Memorial Library**  
Minutes of the Board of Trustees February 9, 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, Jane Zennario, Jennifer Friedman, Christine Beirne, Kathleen Mahoney, Renee Perdue, Susan Frankenbach, Charles Reese, Paul Sprague, Kari Castelli, Jude Hession (liaison BOF)

Not in attendance: Keith Luckenbach, Scott Murphy (liaison BOS)

**PUBLIC COMMENT:**

No comments

**MINUTES:**

Zennario made a motion to accept the minutes of the January 12, 2026, meeting; Stableford seconded the motion. Motion passed.

**SPECIAL PROGRAMS:**

**a. Business Manager Report**

Kari Castelli detailed the myriad of responsibilities in her role as Business Manager. She emphasized that every day is different and it is important to keep lines of communication open.

**b. Development Director Report**

Susan Frankenbach, Development Director, reported that she connected with Laurie McCurdy of The Larry W. McCurdy Family Foundation. Ms. McCurdy was pleased to be approached and invited Scranton Library to submit a grant proposal. She asked Frankenbach to provide a list of potential funding needs, which may include acoustic panels for the OPO, security camera repairs, and replacement of the hot water system.

Frankenbach has also contacted The Community Foundation for Greater New Haven regarding grant support for Scranton Library's fundraising events, including *A Novel Pairing II* to be held in June. In addition, she is working to establish a relationship with the Edwin C. Bauer Foundation, seeking support for select teen programs and wellness events. The library is currently using a \$2,000 grant awarded in 2025 for Audio, Video, Digital, and Large Print Collections.

Scranton Library is now on the ballot for the Essex Bank Community Program, which allows account holders to vote for local organizations. The Madison branch manager also has discretionary funds that may be used to support *A Novel Pairing II* or Madisonopoly. Finally, Frankenbach has been in touch with Dave Allen of the Madison Foundation to explore possible funding for the purchase of study carrels.

**PRESIDENT'S REPORT:**

The May 11, 2026 Board of Trustees meeting has been moved to May 18, 2026. Scranton Library's presentation to the Board of Finance is scheduled for February 23, 2026; Trustees are encouraged to attend. Members are

asked to review the Annual Accountabilities document and forward any suggested changes to Schneider. A member of the Henry Carter Hull Library Board of Trustees will attend the March BOT meeting as a guest.

### **TREASURER'S REPORT/FINANCE & INVESTMENT COMMITTEE REPORT:**

Projected income for the year is \$2,141,000 compared to a budget of \$2,163,000. Fundraising revenue is projected to be \$77,000 under budget, largely due to the original budget being overly optimistic. The Town of Madison contribution is expected to be 2% below budget, while other income sources are projected to be \$60,000 above budget. The net result is projected income of \$23,000 less than budgeted.

Total expenses are projected at \$2,703,000, compared to a budget of \$2,730,000. Payroll is forecast at \$1,545,000, compared to a budget of \$1,600,000.

The total operating loss is projected at \$562,000, compared to a budgeted loss of \$566,000.

After non-operating revenue, the projected net loss is \$200,000, compared to a budgeted loss of \$566,000, representing a significant improvement.

### **Finance Committee**

The committee has been meeting regularly and will meet again on February 13, 2026. The two main items under review are trust funds and the pension termination. It is expected that the trust filings with the court will be completed by February 20, 2026. Notice has been given to those covered by the defined benefit plans regarding the termination and the options available to them.

### **DIRECTOR'S REPORT:**

Murphy reported that she writes a monthly article for *Madison Neighbors Magazine*, and the library will be featured on the cover of the May issue. A Board of Trustees photo and a Friends photo are requested; these will be taken in March.

Murphy discussed recent guidance from the American Library Association regarding potential visits from ICE. Staff were advised on what to do and what not to do. If such a situation arises, staff should contact Murphy or Kellogg who will then contact the library's attorneys. Any subpoena or warrant should be reviewed carefully. It was noted that ICE is allowed in areas that are not open to the public. The question was raised as to whether the library's attorney should provide guidance in advance.

John Brophy, who has a background in safety and security, met with Murphy and the Safety Committee. He identified designated safety and hiding areas and reviewed fire extinguishers and AED equipment. Safety will be a focus at the May staff development day.

Some new staff have not yet received customer service training, so the library will offer short, targeted professional development sessions. One staff member from each department will help provide the training.

Finally, Murphy mentioned the *Madison Memories* podcast and asked whether any Trustees would be interested in being interviewed or could recommend someone who might be a good guest

**SCRANTON LIBRARY FRIENDS REPORT:**

Reese reported that the SLF’s townwide mailing has been completed and will go out February 10, 2026. The Friends were grateful for help from VISTA, boys from the ABC House and some DHHS students. A Children’s Book Sale will be held on February 27 & 28, 2026.

**December Action Items Review**

- a. 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. ONGOING
- b. 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. COMPLETE
- c. 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. ONGOING
- d. 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. An email with a Sign Up Genius link for selling tickets will be forthcoming. ONGOING
- e. 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. ONGOING
- f. Committee chairs should provide feedback to Paul Sprague on planning and progress in connection with the Library’s Strategic Plan. COMPLETE

**g. Madison 200 Report**

More information will be shared about the activities around the Madison 200 celebration.

**h. 24 Wall Street Ad Hoc Committee**

No report

**NEW BUSINESS:**

No new business

**COMMITTEE REPORTS:**

**Audit, Risk Management and Compliance:**

Ryan received the representation letter from Bailey-Scarano and will send it to Castelli, after which Schneider will sign it.

**Building and Grounds:**

Purchase and installation of acoustic panels for the OPO has been investigated, as several people have complained that the echo is too distracting. A quote of \$7,500 was provided for the purchase and installation of twelve 2' x 2' panels on the first-floor ceiling. The number of panels was determined using a mathematical calculation. There is no plan currently for panels upstairs or for the addition of soft-sided furniture.

Ryan made a motion to approve the purchase and installation of acoustic tiles in the OPO ceiling, not to exceed \$7,500 for the first floor, subject to coordination with possible grant funding. Forshaw seconded the motion. The motion passed.

The Hollycroft Foundation is getting out of the sculpture business and will be in touch to discuss next steps regarding the sculpture in front of the library.

### **Development:**

The December Appeal is now complete. \$94K has been raised through the first 2 appeal letters. Work will begin on the Spring appeal letter. The goal is to raise \$50K with the spring appeal.

The Heart of Madison Raffle is now live, with a drawing date of April 1, 2026. Area businesses have contributed gift cards totaling \$5,175, of which \$3,425 were donated. Development Committee expenses for gift cards are \$1,750.

All Board members are asked to take 10 raffle tickets to sell to friends and family. Additional tickets can be provided. The Signup Genius for ticket-selling shifts is now live, with dates available throughout February. Members are encouraged to sign up for times to sell tickets either in the library or outdoors near Key Bank.

The Madison Chamber of Commerce *Souper Bowl 2026* will be held on Saturday, February 21. The library has a table and Gayle Dufour of What's Cookin' will provide vegan g/f chili. *Heart of Madison* raffle tickets will be sold at the library's table. Board of Trustee members are needed to staff the table.

*A Novel Pairing: An Exclusive Event for Book Lovers #2* is scheduled for June 9<sup>th</sup> from 6-8 PM. Please save the date.

Perdue and Shirley presented the idea of creating and selling the board game Madisonopoly. The goal is to have these board games produced in time for the Madison 200 celebrations.

### **Governance:**

The Governance Committee is discussing the recruitment of new Trustees. It is also the time of year for current Trustees to complete the self-evaluation form. The results will help the committee conduct a gap analysis. The form includes four open-ended questions and may be completed electronically. Trustees may submit it to Forshaw or leave it in the Trustees' mailbox. The Governance Committee will tabulate the responses to identify strengths, areas for improvement, and priorities moving forward.

### **Strategic Direction:**

The Strategic Direction committee has been collecting and compiling information. More than 80% of the objectives have shown some progress. Trustees are encouraged to share any suggested changes with Sprague.

**February Action Items Review:**

- The Library's proposed budget will be presented to the Board of Finance on February 23, 2026 at 7 pm at the Town Campus. Board presence at this meeting is encouraged.
- The May Board meeting has been moved from May 11 to May 18. Please change your calendars.
- The summer Novel Pairing event has been scheduled for June 9, 2026. Save the date.
- Please fill out the Self Evaluation form circulated by the Governance Committee and return it to Mary Beth Forshaw by email or in hard copy in the Board mailbox behind the Circulation Desk.
- The Development Committee will circulate a sign up for the sale of raffle tickets, including at the Souper Bowl on February 21, 2026. Please volunteer. Please also sell the hard copy tickets the Development Committee distributed to each Board member.

Stableford made a motion to go into Executive Session; Sprague seconded the motion.

TOPIC: Security Cameras

Shirley made a motion to leave Executive Session; Stableford seconded the motion. Motion passed.

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

The meeting adjourned at 8:45 pm.

Respectfully submitted,  
Doreen Shirley