

EC Scranton Memorial Library
Minutes of the Board of Trustees March 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, Christine Beirne, Kathleen Mahoney, Renee Perdue, Susan Frankenbach, Charles Reese, Paul Sprague, Jennifer Friedman, Lindsay Greco

Not in attendance: Jane Zennario, Jude Hession (liaison BOF), Scott Murphy (liaison BOS)

PUBLIC COMMENT:

No comments

MINUTES:

Reese made a motion to accept the minutes of the February 9, 2026, meeting; Stableford seconded the motion. Motion passed.

SPECIAL PROGRAMS:

a. Development Assistant Report

Lindsay Greco shared an overview of her responsibilities as Development Assistant, a role she has held for six years. She described her use of the NEON system to manage events and mailings. Greco also noted that she has recently begun using Windfall, a platform designed to help marketing and fundraising teams identify high-net-worth individuals.

b. Development Director Report

Susan Frankenbach, Development Director, reported that the library has been awarded \$45,000 from the McCurdy Family Foundation. These funds will cover the cost of the acoustic tiles for the OPO.

With assistance from Allison Murphy, Kari Castelli, Tim Kellogg, and Ken Nolan, and supported by the library's approved Strategic Plan, Frankenbach has submitted an application for Core Support to the Community Foundation of Greater New Haven. This program provides unrestricted funding for up to three years, with awards ranging from \$10,000 to \$40,000. Grant awards will be announced in July.

Frankenbach has also reached out to David Allen of the Madison Foundation. Mr. Allen indicated that he looks forward to reviewing a funding request from the library. In the meantime, Scranton Library has received a \$500 gift from the Foundation.

Frankenbach is currently working to complete the Erwin C. Bauer grant application. The library will request \$5,000 to support the purchase of audiovisual materials. Award announcements are expected in September.

PRESIDENT'S REPORT:

Schneider shared the following updates:

- The Chamber Awards Dinner will be held on March 18 from 5:30–8:30 PM at The Woodwinds in Branford. The library will be recognized for its 125th anniversary.
- Madison Neighbors magazine will take a photo of the staff and Board on March 20 at 3:00 PM. Participants are asked to dress in spring colors.
- The library's budget will be presented at the Public Hearing on April 8.
- The Town of Madison referendum will be held on May 6.
- The May Board of Trustees meeting will take place on May 18 in the OPO.
- Raffle ticket sales will continue through March 30. Schneider asked Board members to help sell tickets and to use the Signup Genius app to select volunteer time slots.

Schneider reported that there have been articles in *The Source* which have referenced the library and the possibility of cuts to the borrowIT CT program. The Executive Board has sent a letter to Representative Parker and State Senator Cohen requesting their support to keep the full program intact.

TREASURER'S REPORT/FINANCE & INVESTMENT COMMITTEE REPORT:

The Treasurer's Report is based on actual results for the first eight months of the fiscal year, with projections for the remainder of the year. Projected income for the year is \$2,111,000 compared to a budget of \$2,163,000. This forecast is \$30,000 lower than the previous projection. Fundraising revenue is projected to be \$103,000 under budget, largely reflecting that the original budget was overly optimistic. Funding from the Town of Madison is expected to be approximately 2% below budget.

Total expenses are projected to be \$2,727,000, compared to a budget of \$2,730,000. Payroll is forecast at \$1,561,000 versus a budget of \$1,600,000.

The total operating loss is projected to be \$616,000, compared to a budgeted loss of \$566,000. After non-operating revenue, the projected net loss is \$261,000, compared to the budgeted loss of \$566,000, representing a significant improvement.

The Treasurer also discussed the Statement of Cash Flows, which is included in the monthly Financial Statement Package distributed to the Board. After routine operating expenses, the Library generated \$573 in additional cash. This amount is insufficient to meet normal and future capital needs. The Finance Committee is developing a plan to address this issue.

Finance Committee

The two primary items currently being addressed are the Trust Funds and the termination of the pension plan. Trust filings with the court are expected to be completed by the end of March. Our attorneys have recommended transferring all but \$50,000 from Trust 2 to the Library, and it is anticipated that this transfer will be completed by March 13.

Notice has been provided to individuals covered by the defined benefit plan informing them of the plan's termination and outlining the options available to them.

DIRECTOR'S REPORT:

Murphy thanked the Executive Committee for its support of borrowIT CT through its letter to Representative Parker and State Senator Cohen. She also reported that State Librarian and Agency Head Deborah Schander visited Scranton Library. During her visit, she attended a children's program and met with Kayla Munger to discuss the potential impacts of cuts to borrowIT CT. Schander noted that letters to legislators are impactful.

Murphy reported that department managers will participate in ADA compliance training on April 27. As part of this effort, some updates will be required to the library's website to ensure ADA compliance.

Murphy also shared that she is scheduling podcast interviews, which will take place this spring. A DHHS student will compile the interviews into a final format.

Murphy reported that she, Doreen Shirley, and Tanner Mroz attended the Chamber Read Aloud event at Neck River School as part of the Read Across America celebration. In addition, Murphy attended the Madison Public Schools PRC (Parent Representative Council) meeting with Superintendent Cooke, where she expressed her goal that every child in Madison have a library card.

SCRANTON LIBRARY FRIENDS REPORT:

Reese reported that the recent Children's Book sale was very well received by attendees and raised \$865. The town-wide mailing was executed successfully.

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. COMPLETE
- The May Board meeting has been moved from May 11 to May 18. Please change your calendars. ONGOING
- The summer Novel Pairing event has been scheduled for June 9, 2026. Save the date. ONGOING
- 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. ONGOING
- 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. COMPLETE
- Please also sell the hard copy tickets the Development Committee distributed to each Board member. ONGOING

a. Madison 200 Report

Downes reported that there will be several events during the Madison 200 celebration. Downes shared the newly crafted event logo. Any of the events that are cobranding with the Madison 200 celebration

should use this new logo. A music festival will be held on June 27, 2026. The Development Committee agreed to be a \$250 sponsor of the Madison 200 celebration.

b. 24 Wall Street Ad Hoc Committee

No updates

NEW BUSINESS:

A question was raised regarding the possibility of the library being open on Sundays. Schneider reported that Director Murphy has been researching this option, including associated costs, staffing requirements, and timing. Murphy will share this information with the Strategic Direction Committee, and after their work a full report will be presented to the Board. At this point, due to financial uncertainties, no funding commitment can be made.

COMMITTEE REPORTS:

Audit, Risk Management and Compliance:

Ryan reported we will rehire the same CPA.

Building and Grounds:

No report

Development:

The first two of three Annual Appeal letters have raised approximately \$97K. Director Murphy and Development Director Frankenbach will begin drafting the Spring Appeal, with plans for it to reach households by late April. The fundraising goal for this third letter is \$50,000. The spring mailing list will be expanded by approximately 250 additional households, with a focus on higher-wealth neighborhoods.

Raffle ticket sales have been underway for more than one month and approximately 50% of tickets have been sold. Trustees are asked to sell the 10 tickets which have been assigned to them. Once sold please return the stubs and payments to Lindsay Greco's mailbox. Trustees are encouraged to sign up for additional time slots to sell tickets either inside the library or outdoors near Key Bank.

The Souper Bowl was held on February 21. The committee thanked all members who volunteered. Special thanks were extended to Gayle Dufour and John Biagiarelli of What's Cookin' for providing the chili and their assistance at the event. Each was presented with a Scranton Library 125th anniversary ornament in appreciation.

A Novel Pairing: An Exclusive Event for Book Lovers #2 been rescheduled to June 2 from 6:00–8:00 PM. Cask & Cork has again agreed to donate the wine. The committee hopes to offset additional expenses through a small event grant from the Community Foundation, which Susan Frankenbach is currently researching. Committee members are asked to save the date.

Purdue presented additional details regarding the creation and sale of the board game *Madisonopoly*. A different company has been investigated for its production; The timeline has been extended.

The Development Committee was asked to provide an update on the status of the Leadership Alliance. The committee agreed that members of this group should receive regular, twice-yearly recognition in appreciation of their financial commitment to the Scranton Library.

Governance:

The Governance Committee has developed a list of potential new Board members and welcomes additional candidate suggestions. After reviewing the trustees' self-evaluations, the committee will complete a gap analysis to identify skills currently represented on the Board and those that are lacking.

Van Kirk has drafted language regarding committee chair succession (i.e., vice chairs). This proposed language will be incorporated into the bylaws for Board review.

Strategic Direction:

No report

March New Action Items Review:

- a. The Chamber Awards dinner will be held on March 18, 2026 from 5:30 to 8:30. Tickets are on-line, and Trustee attendance would be appreciated.
- b. A photo of the Board will be taken on the library steps on March 20 at 3 pm for the cover of a local magazine featuring the library.
- c. A public hearing on the Town budget, which includes library funding, will take place on April 8, 2026. Trustee attendance is encouraged.
- d. Raffle winners will be pulled on April 1, 2026 at 2 pm. Please attend if you are able.

As no other regular business was presented, it was moved by Forshaw, seconded by Bierne, and unanimously voted to move to Executive Session.

Executive Session

TOPICS:

1. Legal Issues
2. Cameras

It was moved by Schneider, seconded by Mahoney and unanimously voted to accept all motions as discussed in Executive Session.

As no other business was presented, it was moved by Schneider, seconded by Mahoney, and unanimously voted to leave Executive Session.

Schneider made a motion to adjourn the meeting; Downes seconded the motion. Motion passed.

The meeting adjourned at 9:02 pm.

Respectfully submitted,
Doreen Shirley