

EC Scranton Memorial Library
Minutes of the Board of Trustees April 13, 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, Bill Stableford, Mary Didiuk, Christine Beirne, Kathleen Mahoney, Susan Frankenbach, Charles Reese, Jennifer Friedman, Jane Zennario, Jude Hession (liaison BOF), Tessa Griffin

Not in attendance: Anne Hering, Tod Van Kirk, Renee Perdue, Paul Sprague, Scott Murphy (liaison BOS)

PUBLIC COMMENT:

No comments

MINUTES:

Forshaw made a motion to accept the minutes of the March 9, 2026, meeting; Nolan seconded the motion. Motion passed.

SPECIAL PROGRAMS:

a. Children’s Library Technical Assistant Report

Tessa Griffin, Children’s Library Technical Assistant, provided an overview of her responsibilities and highlighted several projects she has undertaken, including reorganizing the picture book collection, sorting the Library of Things cupboard, and contributing to safety planning efforts. She also leads *Imagination Station with Miss Tessa*. In April, the Children’s Department is offering take-home crafts, and a mini horse visit is scheduled for April 20 in the Children’s Craft Room.

b. Development Director Report

Susan Frankenbach, Development Director, reported that she applied last week to the Community Foundation of Greater New Haven for a \$1,600 grant to support our one-day fundraising initiative for *A Novel Pairing-Summer Edition*.

She noted that the April Appeal letter is expected to go to the printer this week. A renewal letter will be sent to current donors, and a reminder letter will be sent to lapsed donors. “Snowbird letters” to part-time Madison residents are planned for mid-May.

Leadership Alliance members received a mid-year communication expressing appreciation and previewing upcoming initiatives. Additionally, there are tentative plans for a summer event, with the goal of encouraging Leadership Alliance members to bring a guest. Concepts also under consideration include the speaker-focused program, *Topically Ted*, with the opportunity for Leadership Alliance members to engage with the speaker in a Q&A session before or after the program.

PRESIDENT'S REPORT:

President Schneider reminded trustees of the following:

- The next Executive Committee meeting is scheduled for May 13, 2026, in the East River Reading Room.
- The next Board of Trustees meeting is scheduled for May 18, 2026, to be held in the OPO.
- The town referendum will take place on April 28, 2026; trustees are encouraged to vote.
- The Annual Accountabilities document will require updates. Committee chairs are asked to review and refine their sections in preparation for June. Schneider will distribute the current version via email.

TREASURER'S REPORT/FINANCE & INVESTMENT COMMITTEE REPORT:

The Treasurer reported that the financials are based on actual results for the first nine months, with projections for the remainder of the year.

Projected income for the year is \$2,148,000, compared to a budget of \$2,163,000. Fundraising revenue is projected to be \$66,000 under budget, although this reflects an improvement from the prior forecast. Revenue from the Town of Madison is expected to be approximately 2% below budget.

Total expenses are projected at \$2,680,000, compared to a budget of \$2,730,000. Payroll is forecast at \$1,509,000 versus a budget of \$1,600,000.

The total operating loss is projected at \$531,000, compared to a budgeted loss of \$566,000. After accounting for non-operating revenue, the projected net loss is \$183,000, representing a significant improvement over the budgeted loss of \$566,000.

The Treasurer also reviewed the Statement of cash flows. While current cash flow is sufficient to meet day-to-day operating needs, it is not adequate to support future capital requirements. The Finance Committee is developing a plan to address this shortfall.

FINANCE COMMITTEE:

The two primary items currently in progress are the Trust Funds and the Pension Termination. It is expected that the Trust filings with the courts will be completed by mid-April; all related documents have been signed. Based on our attorney's recommendation, all assets from Trust 2, except for \$50,000, have been transferred to the Library.

Notice has been provided to individuals covered by the defined benefit plans regarding the planned termination, along with information outlining the options available to affected employees.

Forshaw moves to authorize Ken Nolan, as Treasurer and Head of the Finance Committee, to execute an Investment Advisory Agreement with Focus Partners relating to the management of the Board-Designated Investment Fund. Stableford seconded the motion. Motion passed.

DIRECTOR'S REPORT:

Murphy reported that two staff members have been awarded Connecticut Library Association scholarships and are both pursuing master's degrees in library science. This achievement aligns with the Library's Strategic Plan to attract and develop staff. The Board extended its congratulations.

Murphy noted ongoing work on the podcast, which has reached 26 recorded interviews as part of the Madison Memories project. Community members have been reaching out to share their stories.

Vista Life Innovations will host an art show at the Library in September. The Scranton Library is also participating in the Connecticut Library Passport Program, which allows visitors to collect passport stamps and be eligible for a prize.

The Library welcomed 10,411 visitors last month, a 28% increase over February, approaching typical summer attendance levels. Staff hosted approximately 160 programs and served many high school students. The Library also hosted Madison Public Schools ESL students for a field trip.

Staff members continue to engage in professional development and outreach. Kellogg and Murphy will present at the Connecticut Library Association conference. Kellogg will also present at the Connecticut Education Network conference at the end of the month.

The annual Staff Development Day is scheduled for May 8, 2026 and will include facility maintenance, discussions on the multigenerational workplace, active shooter and safety training, and a tour of the Allis-Bushnell House. Gratitude was expressed to Bill Stableford for providing lunch for staff on that day.

SCRANTON LIBRARY FRIENDS REPORT:

Reese reported that the Friends have installed an additional honor shelf next to the Circulation Desk, which generated \$130 last month. The Friends have also engaged in internal reflection regarding strategies to recruit and retain volunteers and currently have 198 members. In addition, they have visited other libraries to observe used book sale operations.

April Action Items Review

1. The next Board meeting will be held on May 18, 2026, in the OPO ONGOING
2. *A Novel Paring-Summer Edition* will take place on June 2, 2026 ONGOING
3. Appreciation was expressed for completion of the self-evaluation forms. COMPLETE

a. Madison 200 Report

Downes reported on activities planned in connection with the Madison 200 Celebration, including Children's Department Stretchy Story Time, an escape room at the Old Post Office, and the *Madison Memories* podcast.

Additional events include:

- May 16 at the Deacon John Graves House, featuring games, activities, and a proclamation;
- June 13 Flag Day at Lee Academy and festivities on the Green;
- The Rising Strawberry Moon Festival on June 27 at 1:00 p.m. at the Surf Club, featuring musical performances and community activities. The Library will be invited to host a tent and table at this event.

Organizers are seeking sponsorships and planning programming across all 13 neighborhoods. A dedicated page on the Town website will provide event listings and dates. Downes encouraged trustees to notify her of any opportunities for co-branding with the Madison 200 Committee.

b. 24 Wall Street Ad Hoc Committee

Murphy and Downes reported having exchanges with the Jacques Pépin Foundation. The Foundation has updated its mission statement, and its principals are expected to relocate to Madison this summer.

NEW BUSINESS:

Stableford made a motion to accept the update to the Code of Conduct Policy as written. Reese seconded the motion. Motion passed.

COMMITTEE REPORTS:

Audit, Risk Management and Compliance:

An engagement letter will be needed for the new CPA.

Building and Grounds:

Acoustic ceiling panels were installed today on the first floor of the OPO. Security cameras will be installed soon, supported by a donation from the McCurdy Foundation.

A new water heater has also been installed and set at 140 degrees. This work was completed as an emergency replacement and therefore did not require prior Board approval, as bids had been obtained and funding was available.

Development:

The *Heart of Madison* raffle concluded successfully on April 1, 2026, with 1,203 tickets sold, generating \$24,060 in revenue.

A Novel Pairing – Summer Edition will be held on June 2 from 6:00–8:00 PM. Tickets will be priced at \$40, with early access granted to Leadership Alliance members, followed by Book Club members beginning April 27. Tickets will open to the public on May 1, 2026. Development Committee and Board members working the event will not be charged admission. A Board member suggested relocating the event to the Children’s Room to accommodate additional guests. Cask & Cork has generously agreed to again donate wine for the event. The committee intends to offset additional expenses through a Community Foundation event grant, for which Susan Frankenbach has submitted an application.

Murphy and Frankenbach have drafted the Spring Appeal letters, which are scheduled to be mailed to households by late April. Two versions will be sent: one for active donors and one for lapsed donors, with a future mailing planned for “snowbirds.” The spring mailing list will be expanded with emphasis on higher-wealth neighborhoods, families who have participated in the summer drop-in camps program, and trustee recommendations. The fundraising goal for the appeal is \$50,000.

Governance:

Forshaw expressed appreciation for the completion of the self-assessment surveys, noting that responses suggest the Board is functioning effectively in its meetings. The responses to the open-ended questions suggested that Board members would benefit from opportunities to get to know one another better, such as a social event or dinner. The Governance Committee will explore this idea, along with the suggestion for brief educational presentations.

Trustee recruitment has begun, with a goal of adding one to three new members to the Board. Current membership exceeds the minimum required. Candidate recommendations will be presented at the next meeting.

Strategic Direction:

A meeting is scheduled for the end of the month. Director Murphy has compiled and circulated data regarding Sunday hours and will present the findings. Nolan has reviewed the information and will discuss it with the Finance Committee in light of the Board’s fiduciary responsibilities.

April New Action Items Review:

- The town referendum will take place on April 28, 2026; trustees are encouraged to vote.
- The Annual Accountabilities document will require updates. Committee chairs are asked to review and refine their sections in preparation for June. Schneider will distribute the current version via email.
- Information regarding events for the Madison 200 celebration can be found on the Town of Madison website.
- June 27, 2026, should be held open to staff the library table at the Madison 200 Strawberry Moon Festival.
- *A Novel Pairing – Summer Edition* will be held on June 2. Trustees and Development Committee members are encouraged to assist with the event. There will be no charge for Board or Development Committee members who work at the event.
- Trustees are asked to email Frankenbach the names of individuals who are not currently being solicited by the library so that she may cultivate relationships accordingly.

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

The meeting adjourned at 9:00 pm.

Respectfully submitted,
Doreen Shirley