

**EC Scranton Memorial Library**  
Minutes of the Board of Trustees May 18, 2026

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

In attendance: Ken Nolan, Cynthia Schneider, Doreen Shirley, Anne Hering, Laura Downes, Mary Beth Forshaw, Bill Stableford, Mary Didiuk, Kathleen Mahoney, Susan Frankenbach, Charles Reese, Jennifer Friedman, Jane Zennario, Paul Sprague, Christine Beirne, Tod Van Kirk, Tim Kellogg (Head of Public Services), Tanner Mroz (Teen Librarian), Amanda Felleman (Head of Children’s).

Not in attendance: Allison Murphy, Renee Perdue, Jude Hession (liaison BOF), Scott Murphy (liaison BOS)

**PUBLIC COMMENT:**

Tanner Mroz, Teen Librarian at the Scranton Library, shared that he is interested in pursuing a supervisory role in the future. A mentor encouraged him to attend a BOT meeting to gain a better understanding of Board operations and meeting procedures.

He also announced that, as part of the Madison 200 celebration, the Teen Department will host an Escape Room event in the OPO from May 19–21, 2026, in conjunction with the Madison 200 celebration. The Escape Room will feature 3–5 puzzles incorporating popular artifacts from the past 200 years. The goal of the program is to provide a fun and engaging way for participants to learn about Madison’s history.

**MINUTES:**

Nolan made a motion to accept the minutes of the April 13, 2026, meeting; Stableford seconded the motion. Motion passed with two abstentions.

**SPECIAL PROGRAMS:**

**a. Head of Children’s Services Report**

Amanda Felleman, Head of Children’s Services at the Scranton Library, provided an overview of current activities in the Children’s Room and upcoming programming. She noted that summer is the busiest time of year for the department, with Children’s Services accounting for approximately 63% of the library’s programming. The department also conducts extensive outreach throughout the community.

Discussion focused on Summer Reading participation and strategies to increase engagement. Last year, 326 children participated in the program, with approximately 9% completing it. Felleman explained that the department is exploring new ways to encourage participation and completion.

The library is utilizing Beanstack, an app and website designed to gamify reading through incentives, weekly challenges, and community reading goals. Parents previously expressed concerns that tracking reading minutes placed too much responsibility on them, and Ms. Felleman shared that representatives from Beanstack confirmed this is a common concern among users. The updated approach focuses on earning points and contributing toward shared goals in order to motivate continued participation.

Beanstack can be used year-round, and access to the app and website is available through the library’s website. If the community reading goal is achieved, the library may host a scaled-down community block party as a celebratory event.

## **b. Development Director Report**

Susan Frankenbach, Development Director, reported that she and Director Murphy recently had a productive meeting with the independent reviewer assigned to the library's multi-year grant proposal to the The Community Foundation for Greater New Haven. The reviewer asked thoughtful questions, and both Ms. Frankenbach and Director Murphy expressed optimism regarding the application. The potential award could extend for up to three years, with grants ranging from \$10,000 to \$40,000. The reviewer noted that the Foundation has approximately \$1.9 million available for distribution.

The library received a \$500 contribution from The Community Foundation for Greater New Haven to help offset expenses for A Novel Pairing. She has also requested support from Essex Savings Bank and is awaiting a response.

The library's participation in The Great Give generated \$4,155, including a \$500 gift from the Madison Foundation. In support of the campaign, Frankenbach was interviewed on WNHH FM to promote the library during the event.

The spring appeal mailing was delivered to the post office last Wednesday. Because the mailing utilized the nonprofit postal rate, delivery timing may vary. A total of 1,460 appeals were mailed, including approximately 200 prospective new donors.

Frankenbach continues to explore ways to strengthen stewardship efforts for current Leadership Alliance members, while also developing a new appeal targeted toward the library's most consistent and generous donors who are not yet Leadership Alliance members. She anticipates launching this initiative in the new fiscal year, potentially in early fall.

## **PRESIDENT'S REPORT:**

President Schneider expressed the following:

- Appreciation for the many kind emails received following the publication highlighting her contributions to the Madison community in *The Source*.
- The town referendum passed successfully.
- The July 4th parade will take place on July 4, and trustees are encouraged to participate.
- Thanks to Bill Stableford for generously sponsoring the staff lunch during the library's Professional Development Day.

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

The Treasurer's Report is based on actual results for the first ten months of the year, with projections for the remaining two months.

Projected annual income is \$2,115,000 compared to a budget of \$2,163,000. Fundraising revenue is projected to be \$106,000 below budget, primarily due to overly optimistic budget assumptions.

Total expenses are projected at \$2,745,000, which is \$15,000 above budget. Payroll expenses are forecasted to be \$25,000 under budget, while grant expenses are projected to exceed budget by \$33,000. The variance in grant expenses is primarily related to the timing of grant revenue recognition versus related expenditures and is expected to normalize once timing adjustments are made.

After accounting for non-operating income, the organization is projecting a total loss of \$209,000, compared to the budgeted loss of \$566,000

## **FINANCE COMMITTEE:**

The Probate Court has approved the library's applications regarding the trusts. Trusts 1 and 3 will be transferred to the Greater New Haven Foundation, while Trust 2 will be dissolved and its assets returned to the library. The process of transferring the assets is currently underway.

The organization is also awaiting final dissolution of the pension plan. Bids are expected to be received and reviewed by mid-June. The objective is to make all participants whole while reducing the current administrative burden associated with managing the plan.

One of the goals identified in the Strategic Plan is to achieve a break-even operating position within five years. To support this effort, the Finance Committee has established a Budget Task Force, which will begin meeting this week to develop a plan and recommendations.

## **DIRECTOR'S REPORT:**

Tim Kellogg, Head of Public Services, reported on behalf of Director Allison Murphy. He shared that the library raised approximately \$4,000 through its participation in The Great Give.

Kellogg noted that the library recently held its Staff Development Day, which included active shooter training presented by the town Fire Marshal and members of the Police Department. Staff also participated in discussions and training focused on managing a multigenerational workforce. The day additionally included a visit to the Madison Historical Society, where staff received a tour from the organization's new director. Overall, the event was described as a very positive and productive day.

He further reported that the Madison Memories Podcast has completed its interview phase and is now in the editing process. The project is expected to include more than 20 episodes, with a planned release in June.

Kellogg also shared that the Library of Things survey, intended to gather feedback on potential additions to the physical collection, is expected to have compiled results within the next week. In addition, library card applications will be distributed to incoming kindergarten students during their orientation later this month.

He reported that Director Murphy recently provided welcome packets to William Raveis Real Estate and is scheduled to speak at an upcoming realtor meeting as well as a meeting of the Chamber of Commerce.

## **SCRANTON LIBRARY FRIENDS REPORT:**

Reese reported that this year's Used Book Sale was the most successful to date, raising approximately \$6,700, compared to the typical annual total of about \$5,000. He noted that scanning books to identify potentially high-value items has proven to be a profitable strategy.

### **Action Items Review**

1. The town referendum took place and passed successfully.
2. Final review of the accountabilities documents is underway.
3. Trustees are encouraged to staff the table at the Strawberry Moon Festival.
4. *A Novel Pairing – Summer Edition* will take place on June 2, 2026. Trustees are encouraged to sign up to assist with the event.
5. Forward to Susan Frankenbach the names of any individuals they would like identified as potential supporters or donors.

#### **a. Madison 200 Report**

The first of many events celebrating Madison 200 took place on Saturday, May 16, 2026. The next event will be held on June 13 at 11:00 a.m. on the Green and will feature a celebration of Flag Day.

Parking at the Surf Club for the June 27, 2026 Rising Strawberry Moon Festival will require a beach pass. Shuttle service will be available from public parking lots. Ann Nyberg will serve as Master of Ceremonies for the event, which will include games and live music. Additional events and celebrations are planned throughout the year.

The Madison 200 Committee will serve as Grand Marshals for the July 4th parade.

#### **b. 24 Wall Street Ad Hoc Committee**

No report

### **NEW BUSINESS:**

No new business

### **COMMITTEE REPORTS:**

#### **Audit, Risk Management and Compliance:**

The engagement letter with the CPA firm for the upcoming fiscal year has been signed.

## **Building and Grounds:**

The parking lot has been painted and sealed, with the Town covering the cost of painting.

The acoustic sound tiles installed in the OPO have been effective. The Committee will determine at a later date when to install additional tiles in the upper level.

Regarding the Hollycroft sculptures, it was reported that the foundation is in the process of wrapping up its operations. The Foundation has inquired whether the library would like to explore an arrangement to insure the sculptures independently or enter into a financial agreement with the artist. After discussion, a motion was made in committee to take no further action at this time regarding retaining the sculpture on Library grounds.

## **Development:**

*A Novel Pairing – Summer Edition* will be held on June 2, 2026, from 6:00–8:00 PM in the Children’s Reading Room. The relocation to this space will increase capacity, accommodating up to 120 attendees. All tickets will be sold online at \$40 per person.

James Madison House will provide appetizers with a \$300 budget, and Mariano’s will provide desserts with a \$200 budget. Cask & Cork will donate wine and beer for the tasting at no cost to the library.

Frankenbach secured a \$500 grant from the Community Foundation for Greater New Haven to support the event and will apply to Essex Savings Bank for additional funding. RJ Julia Booksellers will supply four featured titles recommended by guest speaker Cindy Haiken at a 25% discount, with unsold copies eligible for return, resulting in no financial risk to the Library. These books will be sold to attendees at full price.

Additional event components will include three “Take-a-Chance” baskets valued at \$250 each as raffle prizes, as well as “Blind Date with a Book” selections. Committee and Board members have been provided with a Sign Up Genius outlining available volunteer roles and responsibilities for the evening; volunteers will not be required to purchase a ticket.

Murphy and Frankenbach led the development of the third appeal letter of the fiscal year, which was mailed this week. A total of 1,464 letters were distributed. The goal of the Spring Appeal is \$50,000.

As of May 1, 2026, total fundraising for the fiscal year is approximately \$200,000 toward a goal of \$250,000

## **Governance:**

Forshaw circulated updated proposed revisions to Article V of the bylaws. The proposed changes are motivated by the strategic plan and are intended to establish a clearer process for succession of officers. Trustees were asked to review the updates and submit any comments to the Governance Committee.

The Committee reported continued efforts to identify and recruit new trustees, with emphasis on a range of qualifications including experience working with the Town, local business connections, financial acumen,

fundraising experience, and demographic representation. Forshaw shared the résumé of Kathleen Dess for consideration.

Ryan made a motion to approve the candidacy of Kathleen Dess as a new trustee. Sprague seconded the motion. The motion passed unanimously.

Forshaw and Shirley have met with another strong candidate. Forshaw will distribute the candidate's résumé after the Governance Committee has had an opportunity to meet with her.

The Committee continues to seek an additional trustee with a strong background in finance. Trustees were encouraged to forward any potential candidates to Forshaw for consideration.

### **Strategic Direction:**

Goal 1, Objective 1a of the Strategic Plan calls for an evaluation of the library's hours of operation. Kellogg and Murphy have conducted research on the operating hours of neighboring libraries. They found that approximately two-thirds do not offer Sunday hours. For those that do, further inquiry is being conducted to understand how Sunday service is funded. Additional research is ongoing, and Director Murphy will present findings at a future meeting.

### **May New Action Items Review:**

1. Trustees are asked to march in the July 4th parade.
2. The library will staff a table at the Rising Strawberry Moon Festival on June 27, 2026.
3. *A Novel Pairing – Summer Edition* will be held on June 2, 2026 in the Children's Reading Room. Trustees are encouraged to share the event link with friends and contacts and to sign up to work the event.
4. Forshaw will distribute the biography of an additional trustee candidate for review.
5. Laura Downes has been awarded a Beacon Award. The recognition ceremony will be held on June 24 at Woodwinds.

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

The meeting adjourned at 9:03 pm.

Respectfully submitted,  
Doreen Shirley