

EC Scranton Memorial Library
Minutes of the Board of Trustees June 8, 2026

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

In attendance: Allison Murphy, Ken Nolan, Cynthia Schneider, Doreen Shirley, Anne Hering, Laura Downes, Mary Beth Forshaw, Bill Stableford, Mary Didiuk, Kathleen Mahoney, Susan Frankenbach, Charles Reese, Jane Zennario, Paul Sprague, Christine Beirne, Tod Van Kirk, Renee Perdue, Tanner Mroz (Teen Librarian),

Not in attendance: Jennifer Friedman, Jude Hession (liaison BOF), Scott Murphy (liaison BOS)

PUBLIC COMMENT:

MINUTES:

Nolan made a motion to accept the minutes of May 18, 2026, Reese seconded the motion. Motion passed with one abstention.

SPECIAL PROGRAMS:

a. Teen Librarian Report

Tanner Mroz, Teen Librarian, provided an overview of Teen Department activities, summer programming, and community outreach efforts.

The 2026 Summer Teen Reading Program will run from June 23 through August 22. Teen participants may complete a BINGO card featuring library and community activities; completed cards earn a scratch-off ticket for a chance to win a \$10 gift card and additional entries toward grand prizes. The Beanstack reading app will also be available for logging books and pages read. Participation in either or both programs is optional.

Summer programming runs from June through August. New offerings include LED mini golf, book bedazzling, and after-hours teen events.

Goals for the coming school year include expanding collaboration with local organizations and clubs, including DHHS and Polson School, Grove School, and Madison Youth and Family Services.

Mroz reported that, among 176 Connecticut libraries reporting statistics, Scranton Library ranks 16th in programming participation. While the library does not currently have a Teen Advisory Board, he is exploring the development of a more formal teen advisory group.

b. Development Director Report

Development Director Susan Frankenbach reported that approximately 60 summer resident appeal letters were mailed on June 3, along with individual appeal letters to the Scranton Memorial Library's most responsive and consistent donors.

Frankenbach attended a Connecticut Community Foundation of Greater New Haven (CFGNH) Zoom presentation on creating a planned giving program, which aligns with her efforts to develop educational materials for the community on charitable giving options, including planned gifts, gifts of securities, and the use

of Required Minimum Distributions (RMDs) from IRAs. In addition, Ms. Frankenbach attended the first Budget Task Force meeting and will report back on the process of developing and launching a capital campaign to support an endowment.

PRESIDENT'S REPORT:

Upcoming Dates and Events

- **June 16:** Please attend the Volunteer Tea at 10:00 a.m. in the Johnson Community Room.
- **June 24:** Please attend the Beacon Awards honoring Laura Downes, to be held at The Woodwinds.
- **June 27:** Please help at the Strawberry Moon Festival, part of the Madison 200 celebration, at the Surf Club. The library will have a booth in the nonprofit area. Assistance is needed with transporting, setting up, and breaking down the library tent and table. Volunteers are also needed to man the table. Shirley will circulate a Signup Genius (SUG) for volunteers.
- **July 4:** Trustees are invited to participate in the Independence Day Parade by either walking with the library group or riding in the Friends of the Library trailer.

President Schneider, on behalf of the Board, thanked Keith Luckenbach and Bill Stableford for their nine years of service each on the Scranton Library Board of Trustees.

TREASURER'S REPORT/FINANCE & INVESTMENT COMMITTEE REPORT:

The Treasurer reported that the financial forecast is based on actual results for the first eleven months of the fiscal year, with projections for the remaining month. The report also includes a comparison of the May forecast to the April forecast.

Total income is projected to be \$2,045,000, compared to a budget of \$2,163,000. Fundraising revenue is projected to fall \$168,000 below budget, highlighting a significant variance between anticipated and actual fundraising performance. Revenue from the Town of Madison is expected to be approximately 2% below budget.

Total expenses are projected at \$2,717,000, compared to a budget of \$2,730,000. Payroll and benefits are forecast at \$1,535,000, below the budgeted amount of \$1,600,000.

The projected operating loss is \$672,000, compared to a budgeted operating loss of \$566,000. This variance is primarily attributable to the shortfall in fundraising revenue.

After accounting for non-operating revenue, the projected net loss is \$236,000, which is significantly better than the budgeted net loss of \$566,000.

FINANCE COMMITTEE:

The Treasurer reported that significant progress has been made on two major initiatives: the trust fund restructuring and the pension plan termination.

Court filings related to the trust funds were completed, and a hearing was held at the end of April. Trust 2 has been effectively terminated, with all assets reverting to the library. For Trusts 1 and 3, the Greater New Haven Foundation has been appointed trustee, and all assets have been transferred accordingly.

On June 8, the Library executed an agreement with Metropolitan Life under which Metropolitan will assume the remaining pension liabilities. Through the purchase of an annuity, pension benefits for covered participants will be guaranteed by Metropolitan Life. The cost of the annuity was approximately \$450,000 less than the funds previously reserved for this purpose. This transaction will eliminate future pension payments by the library and substantially reduce ongoing pension reporting requirements.

DIRECTOR'S REPORT:

Director Murphy reported that she and Fire Marshal Sam DeBurra are working together to develop a comprehensive fire safety plan for the library.

The Book Caddy service has resumed, with Jessie Bernier providing outreach at the Surf Club on Monday mornings and Wednesday afternoons. Ms. Bernier has also launched a new program, Forest Bathing, a nature-based walking meditation practice that originated in Japan. The program is funded through the Loeb Grant.

Director Murphy noted the resignation of the library's technology assistant. Staff responsibilities will be reorganized to cover that role, and an additional position will be posted and filled. A paid summer intern has been hired to assist in the Borrowing Department.

As part of the Strategic Plan, the library continues to evaluate emerging technologies and remain at the forefront of innovation. Tim Kellogg is leading this effort and is developing a technology wish list for future consideration.

Finally, Director Murphy announced that the Friends of Scranton Library have been selected to receive a FOCL Award. The award ceremony will take place on June 20th in Avon, Connecticut.

SCRANTON LIBRARY FRIENDS REPORT:

Reese reported that the Friends have been culling their used-book inventory to create additional space and improve operational efficiency. The group continues to achieve success in identifying and selling higher-value donated books through its book-scanning process.

May Action Items Review

1. Trustees are asked to march in the July 4th parade. ONGOING
2. The library will staff a table at the Rising Strawberry Moon Festival on June 27, 2026. ONGOING
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. COMPLETE
4. Forshaw will distribute the biography of an additional trustee candidate for review. COMPLETE
5. Laura Downes has been awarded a Beacon Award. The recognition ceremony will be held on June 24 at Woodwinds. ONGOING

a. Madison 200 Report

The Committee is very busy preparing for Madison 200 and a wide variety of activities are planned. The Tuesday Morning Painters, who have been meeting in Madison for 40 years, will hold a reception. In honor of the Bicentennial, they have featured Madison in their works and completed a group painting depicting patrons browsing at R.J. Julia Booksellers. Proceeds from the painting will benefit DHHS students.

On June 27 (rain date is Sunday, June 28) a full day of activities is scheduled, including live music throughout the day. Local nonprofit organizations will be present, and Little League will host Wiffle ball games. The Land Trust will conduct a clam count, and food trucks will be available.

The day's events will culminate at 7:00 p.m., when drummers will gather to celebrate the rising summer moon.

b. 24 Wall Street Ad Hoc Committee

The Jacques Pepin Foundation will hold their Board meeting retreat at the library for 2 days in July.

NEW BUSINESS:

Murphy shared information regarding the potential expansion of library hours. She reviewed data from 76 Connecticut libraries and found that 22 are open on Sundays.

Mary Beth Forshaw and Tom Merrill have offered to support one year of Sunday hours, contingent upon securing a matching donation. The proposed Sunday hours may be from 12:00 p.m. to 4:00 p.m.

Staff are currently pursuing a matching grant from a potential funder. If successful, Sunday hours could begin as early as this fall.

COMMITTEE REPORTS:

Audit, Risk Management and Compliance:

No report

Building and Grounds:

Director Murphy has requested the installation of sound panels on the second floor of the OPO to address acoustical concerns.

Schneider moved to approve the installation of sound panels on the second floor of the OPO. Stableford seconded the motion. The motion passed unanimously.

Development:

A Novel Pairing – Summer Edition was held on June 2, 2026, from 6:00–8:00 p.m. in the Children's Reading Room. The event was well attended, with 68 paying guests. Cindy Haiken delivered another outstanding presentation, and the Scranton Strummers welcomed guests with music as they arrived. The Community Foundation for Greater New Haven covered most of the food expenses. Appreciation was extended to the Friends of Scranton Library for providing books for the "Blind Date with a Book" activity. The library also partnered with R.J. Julia Booksellers, which provided four bestselling titles at a discounted rate. Based on preliminary figures, the event raised approximately \$3,500.

The annual appeal mailing has generated a strong initial response. Because the letters were mailed later than usual, additional donations are anticipated during June.

Year-to-date fundraising totals approximately \$217,000 toward the annual goal of \$250,000. Development expenses currently stand at approximately \$11,000.

Governance:

Beirne made a motion to approve the candidacy of Laura Francis as a new trustee. Stableford seconded the motion. The motion passed unanimously.

Article V was reviewed and amended to establish a process for appointing vice chairs of committees. Under the amendment, vice chairs must be members of the Board of Trustees.

Reese moved to approve the bylaw amendment as outlined in the board packet. Nolan seconded the motion. The motion passed unanimously.

Strategic Direction:

Sprague thanked Director Murphy for her research on Sunday hours throughout our area.

New June Action Items:

- Board members are invited to attend the Volunteer Tea on June 16 at 10:00 a.m.
- The Beacon Awards Dinner, at which Laura Downes will be honored, will be held on June 24.
- A sign-up sheet will be circulated for coverage of the Library's table at the June 27 Strawberry Moon Festival. Volunteers are needed between 12:30 p.m. and 4:30 p.m.
- Board members are encouraged to participate by riding or marching in the July 4 parade.
- The Scranton Library Friends will receive an award on June 20. Director Murphy will circulate additional details.

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

The meeting adjourned at 8:49 pm.

Respectfully submitted,
Doreen Shirley