EC Scranton Memorial Library
Minutes of the Board of Trustees September 14, 2026

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

In attendance: Allison Murphy, Cynthia Schneider, Doreen Shirley, Anne Hering, Laura Downes, Mary Beth Forshaw, Laura Francis, Mary Didiuk, Kathleen Mahoney, Paul Sprague, Tod Van Kirk, Renee Perdue, Jennifer Friedman, Ken Nolan, Jane Zennario, Susan Frankenbach, Amanda Felleman (Head of Children's), Barbara Cook and Mary Zoelker

Not in attendance: Christine Beirne, Kathleen Dess, Charles Reese, Jude Hession (liaison BOF), Scott Murphy (liaison BOS)

PUBLIC COMMENT:
No public comment.

MINUTES:
Nolan made a motion to accept the minutes of July 13, 2026, Downes seconded the motion. Motion passed with one abstention.

SPECIAL PROGRAMS:
a. Development Director Report
Frankenbach reported that CFGNH awarded the library $65,000 in unrestricted funds through a three-year grant. The first $25,000 installment has been received, with $20,000 to be received in July 2027 and July 2028, contingent on meeting grant requirements. A report on the use of funds will be due next June.

The Madison Foundation has committed $16,000 toward the $27,500 match from Mary Beth Forshaw and Tom Merrill to support Sunday library hours. The grant was made possible in part by a $60,000 commitment from Jay Penders, designated for Sunday hours or additional Tech support staffing. Sunday hours are now funded for three years, and the Madison Foundation may provide additional support over time.

A previously received $10,000 gift from Barbara Platt has now been designated by her children to support classical music concerts. The gift is expected to fund approximately five years of programming.

The library is awaiting a decision from the Erwin C. Bauer Trust on a $5,000 request for collection acquisitions; their board is expected to meet within the next week or so.

A $500 grant request was submitted to CFGNH to cover the cost of renting the Madison Cinema for a Development Committee event in November.

A $28,310.75 grant request was submitted through the State of Connecticut's nonprofit security grant program to fund a new telephone and paging system. Tim Kellogg and the Building & Grounds Committee obtained three quotes for the project.

Frankenbach met with two public relations firms regarding a campaign to promote the town-wide mailing and is continuing efforts to obtain a third proposal. Estimated costs for the campaign range from $3,500 to $5,000. Two quotes have been received for printing, assembly, and addressing the mailer, with a third quote being sought. Minuteman Press in Norwich has submitted the strongest proposal to date and has been responsive to questions. The town-wide appeal is expected to be delivered to residents during the first week of December.

This summer, individual letters were sent to all L.A. members highlighting upcoming library programs of interest. A special pre-event is planned for L.A. members and guests on October 14 at 5:30 p.m., prior to Campbell Harmon's public performance as Edgar Allan Poe. Wine and cheese will be served.

A July survey of L.A. members received approximately a 50% response rate, with overwhelmingly positive feedback regarding the library and members' experience as multi-year donors. The survey also explored members' motivations, library use, and interest in continuing their participation beyond their original pledge.

b. Schumann Grant Report

Amanda Felleman (Head of Children's) gave a presentation titled *E.C. Scranton Memorial Library & The Schumann Foundation* detailing the many things made possible by the Schumann Foundation grant.

PRESIDENT'S REPORT:

- **September 17:** Friends Book Sale begins.
- **October 14 at 6:30 p.m.:** *An Evening with Edgar Allan Poe.*
- **October 17:** Bauer Park Festival. Shirley will send out a Signup Genius for volunteers.
- **October 19:** October Board Meeting, moved due to the holiday.
- **T-Shirts:** Please see Kellogg by Wednesday, September 16, 2026.
- **Staff Update:** Tim Kellogg will be leaving for a new position as Director of the Cora J. Belden Library in Rocky Hill
- **Memorial Brick:** Those who would like to contribute toward a memorial brick for Tim Kellogg may send cash to C. Schneider or contribute via Venmo to D. Shirley.

TREASURER REPORT/FINANCE & INVESTMENT COMMITTEE REPORT:

The Financial Statement format has been revised to improve clarity and ease of review. The new format includes a standard income statement, a forecast for the remainder of the fiscal year, a balance sheet, and a cash flow statement. The forecast also compares current projections with the previous month to highlight monthly changes.

Total revenue is projected at $2,291,000 for the year, essentially in line with the $2,289,000 budget. Total expenses are forecast at $2,896,000, $2,000 above budget. After non-operating revenue, the projected total loss is $550,000, which is below the budgeted loss.

Beginning in fiscal year 2027, the library will receive income from Trust Funds held by the Greater New Haven Foundation and from Board-designated investments.

Nolan made a motion to approve the following resolution; Van Kirk seconded the motion. Motion passed unanimously.

In order to promote the oversight of the trust funds managed by The Community Foundation for Greater New Haven, Inc. ("CFGNH") that benefit the Scranton Memorial Library (the "Trusts"), it is hereby RESOLVED that Library Board Treasurer Kenneth Nolan, Library Board President Cynthia Schneider, Library Director Allison Murphy, and Library Business Manager Kari Castelli have the authority to receive statements relating to the Trusts from the CFGNH and to communicate with the CFGNH regarding the Trusts, their performance, and the distributions to be made to Library-established banking accounts. The Library shall provide the CFGNH with email and direct telephone contact information for Mr. Nolan and Ms. Schneider, Murphy and Castelli to allow the CFGNH to obtain verification for all electronic payments made to the Library.

The Gift and Donation Policy was reviewed with proposed redline changes. Forshaw will circulate the revised policy to the Board for a vote in October.

FINANCE COMMITTEE:
The Finance Committee reviewed certain unrestricted funds currently held in money market accounts. The approximately $165,000 Dutton gift will be transferred to the Board-Designated Investment Account. The remaining balance from the building funds is now designated as the Capital Improvement Fund.

Excess funds from the pension termination have also been transferred to the Board-Designated Investment Account. The library anticipates receiving the Van Strum Bequest within the next several months.

DIRECTOR'S REPORT:
Murphy reported that there were 170 Book Caddy transactions this summer. Jessie oversees this program.

Murphy extended thanks to Amanda Felleman, Head of Children's Services, for her presentation to the Board. A total of 483 children participated in the Scranton Library's Summer Reading Program this year.

Murphy announced that the library is participating in the state's *Laptop ConneCT Program*, which will officially launch during the first week of October. This initiative provides long-term home loans of Dell Pro 16 laptops to eligible Connecticut residents. To qualify, patrons must be at least 18 years old, hold a valid Scranton Library card, and participate in a state or federal assistance program such as SNAP, HUSKY Health (Medicaid), Medicare, CEAP, or LIHEAP.

The Board reviewed the existing Code of Conduct policy and discussed several proposed revisions. Murphy and Downes will collaborate to update the text and present a revised draft for a vote at the October meeting.

The proposed Tabling Policy was also discussed by the Board. This policy will be reworked and brought back for further consideration and review in October.

SCRANTON LIBRARY FRIENDS REPORT:
Barbara Cook and Mary Zoelker reported that The Scranton Library Friends July Book Sale raised more than $7,000, bringing the total funds raised for the month of July to over $8,000. An $11,000 donation was made in July, bringing the grand total to $30,000.

Another book sale is scheduled to begin September 17, 2026. Plans are also underway for upcoming specialized sales, including a holiday pop-up sale in December, followed by a children's book pop-up sale scheduled for February.

OLD BUSINESS

a. July Action Items Review

- Trustees were encouraged to sign up for the Scranton Library Summer Reading Program. COMPLETED
- The New Trustee Orientation date TBD. COMPLETED
- Trustees were encouraged to sign up for a shift at the library's table during the Beachcomber Night on August 13, 2026. COMPLETED
- Trustees were asked to save the date of October 14, 2026, for *An Evening with Edgar Allan Poe*. ONGOING
- Committee chairs are asked to identify vice chairs. ONGOING

b. Madison 200 Report

Downes reported that the Madison 200 Committee is partnering with other organizations on events throughout the remainder of the year, including hikes and the Historical Society's Lantern Tour.

c. 24 Wall Street Ad Hoc Committee

The Jacques Pépin Foundation retreat was held at Scranton Library this summer. Since then, discussions have continued with the Foundation's working committee, which met with Director Murphy and Board members Schneider, Downes, and Forshaw

d. A **Legacy Tea** honoring past Board of Trustee members was held on September 9, 2026, in the Old Post Office (OPO). The event was highly successful, with several current Board members in attendance to celebrate and connect with former trustees

NEW BUSINESS:

No new business

COMMITTEE REPORTS:

Audit, Risk Management and Compliance:
Ryan reported that the Audit is ongoing.

Building and Grounds:
An update on facility improvements was provided. The installation of acoustic sound panels on the second floor is expected to take place soon. Additionally, the re-installation of the computer room is scheduled for September 15, 2026

The Board was informed of a telephone system issue that arose on July 1st, revealing that the library's current phone system is no longer covered under a maintenance agreement. In response, the Buildings and Grounds Committee is actively seeking a replacement quote. Once obtained, this quote will allow Frankenbach to compile and submit a formal grant proposal. The anticipated expense structure for the new system will include a one-time installation fee alongside a recurring monthly fee.

Development:
The Committee is planning a movie event at Madison Cinemas on Tuesday, November 3, 2026, in the early afternoon, targeting middle-school-aged children. The theater has been reserved, with tickets priced at $15 for children and $20 for adults, including a small popcorn and water. The movie selection is still to be determined. Frankenbach will apply for an additional event grant from the Community Foundation of New Haven to help offset costs.

A town-wide appeal letter is in development, led by Frankenbach, Murphy, and the Development co-chairs. The team is obtaining printing quotes, with one estimate at approximately $12,000, and hopes to have the mailing in households by December 1, shortly after Thanksgiving. Frankenbach is also interviewing social media marketing firms for a potential campaign supporting the appeal.

On Tuesday, December 8, the Library will host *A Novel Pairing: Winter Edition*, featuring another book talk by Cindy Haiken. The Heart of Madison Raffle will return, with the drawing anticipated on April 1, 2027; planning will begin in January.

Fundraising goals remain consistent with last year: $145,000 for the Annual Appeal, $64,000 for events, and $40,000 for other fundraising, for a total goal of $250,000. The events and printing budget remains $23,000. To date, $22,000 in donations has been received during the summer pause.

Governance:

No report

Strategic Direction:

A public-facing version of the Strategic Development Plan is now available.

New September Action Items:

- The Friends Book Sale will take place on September 17 through 19. Please attend.
- A Leadership Alliance reception featuring the Edgar Allan Poe impersonator will take place on October 14 at 5:30 pm in the OPO. Invitations to be sent to the BOT shortly.
- Sign up to man the library table on Oct. 17 at the Bauer Park Festival. Sign Up Genius to be circulated.
- The October Board meeting will take place on October 19, due to the Columbus Day holiday.
- The library is sponsoring a fundraiser at the Madison Cinema on November 3 from 1 to 3:30 pm. Volunteer assistance is welcome.
- A Novel Pairing Winter Edition will take place on December 8. Save the date.
- Please send any comments on the revised Gift and Donation Policy to Forshaw. It will be voted on at the October meeting.
- Scranton Library tee shirts are available for purchase. Please reach out to Tim Kellogg.
- Schneider and Shirley are accepting contributions to fund the purchase of a brick in Tim Kellogg's honor and to celebrate his tenure at Scranton Library.

Forshaw made a motion to adjourn the meeting; Nolan seconded the motion. Motion passed.
The meeting adjourned at 8:57 pm.

Respectfully submitted,
Doreen Shirley