

SCRANTON PUBLIC LIBRARY

MINUTES OF THE  
BOARD OF TRUSTEES

January 20, 2022

The meeting of the Board of Trustees of the Scranton Public Library was held on Thursday, January 20, 2022, in the Henkelman Room and virtually. The meeting was called to order at 3:30 p.m. by President Dr. Mayers.

Present: Dr. Kenneth Mayers, President  
Ms. Sharon Quinn, Vice-President  
Mr. Joseph X. Garvey, Treasurer  
Ms. Karen Bazzarri, Secretary  
Mr. John Cowder  
Ms. Mary Beth D'Andrea  
Dr. Daniel Ginsberg  
Atty. Jaime Hailstone  
Mr. James Henkelman  
Ms. Glynis Johns  
Ms. Linda Koons  
Atty. Brian Lenahan  
Mr. Tim McCabe  
Ms. Betsey Moylan  
Ms. Evie Rafalko McNulty

Also: Mr. Scott Thomas, CEO  
Ms. Michelle Legate, District Consultant  
Ms. Laureen O'Handley, Head of Children's Services  
Ms. Laurel Radzieski, Friends of the Scranton Public Library  
Ms. Joan Hodowanitz, LCLS Board Member

Absent: Mr. William Davis  
Rabbi Dovid Rosenberg

Dr. Mayers asked if anyone had questions regarding the December Consent Agenda items. Mr. Garvey made a motion to accept the Minutes of the December meeting, the December Treasurer's Report, the December Statistics Report, and the Staff report as printed, Ms. Moylan seconded, and the motion passed. Mr. Garvey also made a motion to accept the minutes of the 2021 Annual Board meeting, Ms. Moylan seconded, and the motion passed.

Leadership Staff: Ms. Laureen O'Handley, Head of Children's Services gave a presentation detailing the various programs and services available in-person and virtually to the children in the community. A discussion followed the presentation.

Communication and Public Comment – Ms. Hodowantiz suggested displaying on the library’s website, if individuals need help applying for the free Covid-19 test kits, the library can help.

Covid-19 Update – The library has been affected more over the last few weeks than ever before but has still been able to maintain all services.

Finance Committee Report was presented by Mr. Garvey. The treasurer’s report year-end comparative to the budget was given to the board members and ended the year with a \$39,000 loss but better than anticipated due to the 2<sup>nd</sup> PPP Funding which was forgiven in 2021. The library audit will be starting in the next few weeks. The budgets for 2022 are included in the board packet, Mr. Garvey sent an email to the finance committee and the executive committee suggesting the board defer the adoption of the budgets until the February board meeting. The finance committee needs to review the budgets and give explanations why some line items on the budget are changing compared to 2021. The meeting with Wells Fargo will be rescheduled in February. Ms. Quinn made a motion to defer the adoption of the 2022 budget until February and Mr. McCabe seconded, and the motion passed.

Facilities Committee Report was presented by Mr. Cowder. The immediate roof repairs needed at Albright are almost completed, the sealing of the gutters is all that remains. We have not received a bill for the repairs yet and will hold off paying the invoice until all the work is completed. Quad3 is under contract to prepare the bid documents and should be completed by February 2022.

Fundraising Committee Report was presented by Ms. Quinn. The Mini-Golf fundraiser has been rescheduled to February 2022. Swinging on Vine planning should begin in March 2022 if the event is going to happen in May 2022. Also, there is a possibility of moving it to the fall, this will depend on Covid situation in the area.

Governance Committee Report was presented by Atty. Lenahan. Interviews will be scheduled with the three applicants for the two open board positions and hopes to have the recommendations by the February meeting.

Public Relations Committee Report was presented by Mr. McCabe. The committee has not meet lately but will be trying to do some advance work before the NKH fundraising.

Bookmobile Report was presented by Ms. Bazzarri. Ms. Koons and Mr. Henkelman have joined the committee along with library staff (Ms. Brittany Bedford and Ms. Tina Thomas). The new bookmobile will take approximately 18 months from the date of ordering. The consultant will present the recommendations to Ms. Garm and just waiting to see how things will move forward.

Nancy Kay Homes (NKH) Steering Committee was presented by Ms. Quinn. There are now 9 confirmed individuals from the community who will serve as members of the committee and there is a possibility of a member of the NKH family serving on the committee. The kickoff meeting will be held on February 26, 2022, at Nancy Kay Holmes.

The District Consultant Report was presented by Ms. Legate. The American Respite Plan Grant application has been submitted. The district applied for \$24,000 which will support the development of the district wide Overdrive consortium. Nothing to report on the new State Librarian search. The state budget address will be February 18, 2022.

**New Business:**

**Display and Exhibit Policy:** Mr. Thomas read it to the board. Atty Lenahan confirmed it was reviewed by the Legal Committee and ready for adoption. Ms. Betsy Moylan made a motion to adopt the policy, Mr. Garvey seconded the motion, all board member present approved, and the motion passed.

**Old Business:**

**Collective Bargaining Agreement:** The agreement has been passed by the union and finalized with the wording that was approved at the prior board meeting.

**Holiday and Board Meeting Schedules for 2022** have been included in the board packet. A motion was made by Mr. Garvey to adopt the schedules, it was seconded by Ms. Quinn, and approved by all attending board members. The 2022 Holiday and Board Meeting schedules were adopted.

**Statistical Report** was presented by Mr. Thomas. He reviewed the report which presented the 2015 to present figures and discussed the changes. It was noted that e-circulation is up. Ms. Bazzarri noted that the Bookmobile numbers increase until the pandemic occurred.

The Friends' Report was presented by Ms. Radzieski. They are working on the Annual Newsletter. The possibility of a Friends Book Sale at NKH has gone to the book sale committee to review. The Friends are also a Hole-In-One Sponsor for the Mini-Golf event.

The board went into executive session at 4:35pm and then reconvened at 4:53pm.

Atty Lenahan, acting on behalf of the Personnel Committee made a motion to accept the new CEO contract for Mr. Thomas. The contract will begin on January 1, 2022, and it is a 3-year contract. All approved and the motion passed.

A motion to adjourn was called by Ms. Moylan and seconded by Mr. Garvey, the meeting adjourned at 4:55 pm. The next meeting is scheduled for February 17, 2022, at 4:55pm.

Respectfully Submitted,



Karen Bazzarri, Secretary