

SCRANTON PUBLIC LIBRARY

MINUTES OF THE  
BOARD OF TRUSTEES

February 17, 2022

The meeting of the Board of Trustees of the Scranton Public Library was held on Thursday, February 17, 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  
Mr. William Davis  
Dr. Daniel Ginsberg  
Mr. James Henkelman  
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. Jackie LaPolla, Business Manager  
Ms. Laurel Radzieski, Friends of the Scranton Public Library  
Ms. Joan Hodowanitz, LCLS Board Member

Absent: Atty. Jaime Hailstone  
Ms. Glynis Johns  
Rabbi Dovid Rosenberg

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

Leadership Staff: Ms. LaPolla, the Business Manager gave a presentation detailing the various duties her job entails. A brief discussion followed.

Communication and Public Comment – Mr. Thomas read a letter from a patron thanking Mr. Jason Klus, for the technical services he provided. They were greatly appreciative of Jason's help. Mr. Henkelman said to notify Mr. Klus that the board is very appreciative of his hard work.

Covid-19 Update – Employees are still required to wear masks and waiting for an update from the CDC.

Finance Committee Report was presented by Mr. Garvey. The finance committee met and reviewed the 2022 budget. The 2022 budget is included in the board packet along with an explanation sheet following the budget noting why items either increased, decreased, or remained the same. The separate budgets for Bookmobile, Technical Services and IT-Digital Support are also included, these budgets were not changed because they were already submitted to the county and the funding is already in place. The finance committee made a motion to adopt the 2022 budget as presented. All members present approved and the 2022 budget passed.

The finance committee meet with the Wells Fargo advisor last week. Mr. Garvey reviewed the annual report from Wells Fargo. The advisor suggested changing the investment policy slightly and move to a 70% equity and a 30% fixed-income ratio from the library's current ratio of 65% equity and 35% fixed-income. The finance committee will re-examine the ratio at the end of June and discuss the situation with the Wells Fargo advisor. The finance committee feels that moving to a 70% equity and 30% fixed-income ratio is acceptable and made a motion to allow Wells Fargo investment advisor to make the change. All members present approved the motion and it passed.

The library transferred the \$100,000 Bequest from the Ellenbogen Trust from Wells Fargo to Community Bank at the end of 2021. The library will need to spend approximately \$20,000 on the roof repairs soon and another \$25,000 by late summer. Community Bank is offering the library a special 6-month Certificate of Deposit (CD) rate of 0.1% up from the regular .03% rate. The finance committee determined \$75,000 was appropriate to invest in CD. The finance committee made a motion to invest \$75,000 in a 6-month CD at Community Bank. Ms. D'Andrea abstained from voting since she is employed by Community Bank. All other member present approved the motion and it passed.

Statistical Report for January was discussed. Mr. Thomas noted that the Bookmobile generated circulation even though it is off the road. Patrons, who's home library is still classified as the Bookmobile checked out 150 of e-books from overdrive during January.

Facilities Committee Report was presented by Mr. Cowder. The immediate roof repairs needed at Albright are almost completed. Quad3 is preparing the bid documents and should be ready by February 28, 2022. Mr. Thomas informed the board that a large piece of plaster from the porch roof at the Children's Library fell on Wednesday, February 16<sup>th</sup>. The front of the Children's Library is currently closed and the entrance at the side of the building is being used until the repairs can be completed. The building is owned by the County, and they will be responsible for the repairs.

Fundraising Committee Report was presented by Ms. Quinn. Swingin' On Vine's appearance may change to look more like a cookout this year and will not ask restaurants for donations but will still have music and raffle baskets. Swingin' On Vine is scheduled for Friday, May 27<sup>th</sup>. The Mini-Golf fundraiser is scheduled for February 20, 2022. Currently, there are 17 hole sponsors and over \$4,000 in total sponsors and over 13 raffle baskets.

The Nancy Kay Holmes Steering Committee report was presented by Ms. Quinn. The Nancy Kay Holmes public meeting is scheduled for Saturday, February 26<sup>th</sup>. The meeting is

to involve the community with this project. There are currently 14 members on the committee, including Mr. Todd Egan (a relative of Nancy Kay Holmes). A meeting is scheduled with the Hawk Foundation. Mr. Thomas is working on a grant with the Willary Foundation. Mr. Davis will be contacting the Weinberg Foundation to discuss the possibility of funding. Mr. Austin Burke will be doing a painting of the NKH Building and prints can be sold. Mr. Thomas is working to apply for a grant with the Scranton Area Foundation to do a traffic study at NKH.

Governance Committee Report was presented by Atty. Lenahan. There are 2 items to report: 1. Action Items will be addressed later in the meeting and 2. March 16, 2022 is the day scheduled for the committee to conduct the interviews with the three applicants for the two open board positions.

Public Relations Committee Report was presented by Mr. Davis. The committee had a meeting this month. The current events that are being promoted are the NKH public meeting and the mini-golf event. April 3 to 9 is National Library Week, and an open house is scheduled for April 3<sup>rd</sup> to showcase the library's Maker Space.

Bookmobile Report was presented by Ms. Bazzarri. The bookmobile is scheduled to go back in service on February 28<sup>th</sup>. Regarding the replacement bookmobile, the consultant's report was received from Ms. Garm, and she asked for comments or thoughts regarding the report. The SPL bookmobile committee meet and sent their response out to Ms. Garm. The consultant's report was presented to the County Commissioners and expecting a response back soon.

The District Consultant Report was presented by Ms. Legate. Governor Wolf presented his 2022/2023 budget proposal. In the budget, there is an increase in the public library subsidy, which is intended as a correction for underpayment to some of the district library centers in the state. This correction will help the districts who had to use their operating budgets to fund their districts. Ms. Legate is part of the PALA Legislative Committee, and she stated the need to advocate for increases to library funding.

#### New Business:

Mr. Thomas asked the board members to complete the Conflict-of-Interest forms and send them back to him when they are completed.

The Technical Services and IT-Digital Support MOU's with LCLS need to be renewed for 2022. There have been no changes to the MOUs and the LCLS board has already approved the 2022 MOUs and the library's legal committee has approved it. Mr. Garvey made a motion to adopt the MOUs for 2022. Ms. Moylan seconded the motion, all board members present approved, and the motion passed unanimously.

#### Old Business:

Collective Bargaining Agreement is completed, just waiting for it to be printed.

Mr. Thomas updated the board on the Strategic Plan. Some of the 2022 goals is to improve public awareness of technology services and Mr. Klus is doing a great job with this already. Scranton School District partnership, the best way this could be accomplished is by

working with the district teachers directly. Some of the district's high school teachers will be having the library staff work with some of their classes. Ms. Bazzarri asked if we can publicize that this is available for teachers. Mr. Thomas will work on an MOU with the LCLS regarding the work the Business Manager does for the member libraries.

2022 Committee Membership: Ms. Bazzarri asked the board members to look at the committee list included in the meeting packet and let her know if there are any updates needed.

Mr. Thomas stated it is recommended to have an MOU with the Friends of the Scranton Public Library. The legal committee has reviewed the MOU and it is currently with the Friends to review.

The Friends' Report was presented by Ms. Radzieski. The friends are decorating a hole for the Mini-Golf event. The Friends Book Sale is March 1 - 6 outside of Crunch at the Marketplace at Steamtown. During this sale they are registered to participate in First Friday events and a poet will be writing poems at the event. The Friends have named three distinguished service members at their last meeting. To receive this honor, someone needs to service on the Friends board for over 20 years. The new distinguished service members are Ms. Barbara Noto, Ms. Gail Rees, and Ms. Stephanie Silvestri and each individual has served at least 29 years on the Friends Board.

A motion to adjourn was called by Ms. Moylan and seconded by Mr. Garvey, the meeting adjourned at 4:42 pm. The next meeting is scheduled for March 17, 2022, at 3:30pm.

Respectfully Submitted,



Karen Bazzarri, Secretary