

SCRANTON PUBLIC LIBRARY

MINUTES OF THE
BOARD OF TRUSTEES

May 19, 2022

The meeting of the Board of Trustees of the Scranton Public Library was held on Thursday, May 19, 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
Ms. Karen Bazzarri, Secretary
Mr. Joseph X. Garvey, Treasurer
Mr. John Cowder
Dr. Daniel Ginsberg
Mr. James Henkelman
Ms. Linda Koons
Mr. Tim McCabe
Ms. Laurel Radzieski

Also: Mr. Scott Thomas, CEO
Ms. Victoria Ryan Price, Head of Technical Services
Ms. Barbara McGee, Friends of the Scranton Public Library
Ms. Joan Hodowanitz, LCLS Board Member

Absent: Ms. Mary Beth D'Andrea
Mr. William Davis
Atty. Jaime Hailstone
Ms. Glynis Johns
Atty. Brian Lenahan
Ms. Evie Rafalko McNulty
Ms. Betsey Moylan
Rabbi Dovid Rosenberg

Leadership Staff: Ms. Victoria Ryan Price, Head of Technical Services gave a presentation on the department, which is responsible for all the cataloging, acquisitions, and processing for all the Lackawanna County Libraries. A discussion followed.

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

Communication and Public Comment – There was no communications, but Mr. Thomas notified the board of all the complements the library has been receiving regarding the Tech Table and Mr. Klus. Ms. Hodowanitz suggested the library look for options to engage non-English speaking patrons.

Finance Committee Report was presented by Mr. Garvey. Included with the board packet was a report Mr. Garvey prepared which included percentages and notes for some of the line items on the Budget vs. Actual April Report. He discussed certain line items that had significant fluctuations. The bookmobile funding is an issue since the bookmobile has been off the road, and we will be switching to an invoicing system like Digital and Technical Services for the remainder of the year. Mr. Garvey also noted the Grant Revenue and Expenses. The revenue is less than the expenditures in 2022 due to the library receiving the funding in 2021 but not expensed until 2022.

The Wells Fargo's investment account had a significant decrease approximately \$120,000 in April due to the decline and fluctuations in the stock market. Mr. Garvey's first action was to contact Ms. Mary Beth D'Andrea regarding the covenant on the loan with Community Bank. The library's covenant is to maintain 70% of investments and 90% of cash at Wells Fargo to cover the loan. The library's current responsibility is to maintain a balance of \$559,000 and the loan balance is \$417,750. Currently, we have excess coverage. We need to be aware of this if we are looking to withdraw funds from Wells Fargo to pay for the roof repairs because the market is volatile right now. Mr. Garvey asked Mr. Thomas to be in contact with our Wells Fargo investment advisor to make sure the balances do not fall below the covenant. A discussion followed.

Facilities Committee Report was presented by Mr. Cowder. He discovered an article by Mr. Joseph Young, the architect who designed the Jewish Community Center. Mr. Young's article mentioned the architect who designed the Nancy Kay Holmes building. The architect was Mr. Lansing C. Holden, who designed the building 1889. A discussion followed.

Fundraising Committee Report was presented by Ms. Quinn. The Swingin' on Vine event will be May 27, 2022, currently there are over seventeen sponsors and thirty-five raffle baskets. NEPA Gives is taking place on June 3, 2022.

The Nancy Kay Holmes Steering Committee Report was presented by Ms. Quinn. The Briggs Foundation has pledged \$20,000 and the check should be coming shortly. We now have raised over \$80,000. Ms. Quinn asked the board members to see if they have any connections to the various foundations and if they could reach out to help make the contact for the library. September 17, 2022, the public fundraising kickoff will take place at Nancy Kay Holmes. A discussion followed.

Governance Committee Report - Nothing to report this month.

Public Relations Committee Report was presented by Mr. Thomas. The LCLS has a billboard advertising campaign running currently. The library is attending various community events. Currently, the focus of the library is advertising Swingin' On Vine.

Bookmobile Report was presented by Ms. Bazzarri. During the LCLS meeting an announcement was made that the commissioners selected a bookmobile vehicle design and that design was the one the bookmobile committee recommended. The commissioners are currently working on funding for the new vehicle. Since the current bookmobile is out of service for the time being, the bookmobile committee developed a tentative budget for outreach services, just for internal purposes and it can be reviewed with the finance

committee. The committee wants to make sure that everyone who received service from the bookmobile will still receive service.

New Business:

Currently, there is no new business. Dr. Ginsberg asked to speak for a few minutes. Dr. Ginsberg spoke about making the library a warm welcoming place and a place for the community to gather. He suggested the library consider using the exterior as a gathering place as well. The library has a unique environment, and it should be utilized. Dr. Ginsberg recommended using the front outdoor space of the library as a public area for patrons. A discussion followed.

Old Business:

Mr. Thomas discussed the statistics that were included in the board meeting packet. Libraries everywhere are seeing a decline in circulation and the pandemic has not helped. From 2015 to 2021, conventional circulation has decreased 48% but electronic circulation has increased 45% over the same period. During 2021, there were over 26,000 of physical items added to the collection. In the future, the library will need to determine when to move funding from the book budget to the digital material budget.

The Friends' Report was presented by Ms. McGee. The Friends Book Sale is currently taking place May 17 through May 22, 2022. The first day of the sale raised over \$2,000, it is the fourth best opening day. A sidewalk sale is scheduled for July 16, 2022, all money raised at the sidewalk sale donated back to the NKH Project. The Friends' have new tote bags available which could help advertising the library. The Friends' social media page is up and running. Boscov's Friends Helping Friends will take place in October.

A motion to adjourn the meeting was made by Ms. Bazzarri and seconded by Ms. Koons, the meeting adjourned at 5:30 pm. The next meeting is scheduled for June 16, 2022, at 3:30pm.

Respectfully Submitted,



Karen Bazzarri, Secretary