

SCRANTON PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES

December 15, 2022

The Board of Trustees of the Scranton Public Library meeting was held virtually on Thursday, December 15, 2022. 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

Ms. Elizabeth Bohan

Mr. John Cowder

Ms. Mary Beth D'Andrea

Dr. Daniel Ginsberg

Atty. Jaime Hailstone

Mr. Jim Henkelman

Ms. Linda Koons

Atty. Brian Lenahan

Mr. Tim McCabe

Ms. Betsey Moylan

Ms. Laurel Radzieski

Also:

Mr. Scott Thomas,  
Chief Executive Officer

Ms. Jenny Shoener,  
Assistant to the CEO

Ms. Mary Garm,  
Lackawanna County Library  
System Administrator

Ms. Barbara McGee,  
Friends of the  
Scranton Public Library Liaison

Absent:

Mr. William Davis

Ms. Glynis Johns

Ms. Michele Legate,  
District Consultant

Rabbi Dovid Rosenberg

Public Comment:

None

Dr. Mayers asked if anyone had questions regarding the November Consent Agenda items. Atty. Lenahan motioned to accept the Minutes of the November Meeting, the November Treasurer's Report, the November Statistics Report, and the CEO Report as printed. Ms. Koons seconded, and the motion passed.

Ms. Garm reviewed the year's 2023 budget, process, and financial outlook for the Lackawanna County Library System. There has been an increase in state aid, increasing allocations across the board. She also shared various commitments about purchasing a new Bookmobile vehicle. County Commissioners will meet to discuss further steps in the purchasing process. Mr. Garvey presented a question regarding the Paycheck Protection Plan for 2024. A discussion followed.

### Communication and Public Comment

Communications:

Dr. Ginsberg wrote a letter complimenting Jessica Serrenti and Jenny Shoener for their assistance with his Longevity Challenge seminar that was held on Sunday, December 11.

There was no public comment.

### Consent Agenda Items

The Finance Committee Report was presented by Mr. Garvey. An overview of the library's remaining 2022 budget and the various investment account balances were given. The library's Wells Fargo account manager has advised the committee not to make any changes at this time. Assets will be reviewed again in July 2023. A discussion followed.

The Facilities Committee Report was presented by Mr. Cowder.

Albright Building: Quad 3 is preparing bidding paperwork. Work is projected to be completed in May 2023.

Nancy Kay Holmes Branch: Schematic plans and budget estimates have been submitted to Champion Builders, who have agreed to provide a professional estimator for the project. The Lion's Club has indicated they are willing to pledge the cost of the ADA ramp. A quote from Champion Builders is needed by the end of January 2023.

Silkman House: The SPL Authority Board will meet in January to discuss plans for the building. A committee has been assembled to provide a plan of action for the building. The appointed Silkman House Committee members are as follows:

Ms. Victoria Ryan Price; Head of Technical Services; Mr. John Cowder, Ms. Karen Bazzarri, Dr. Kenneth Mayers, Mr. Joseph Garvey, Ms. Glynis Johns, Ms. Elizabeth Bohan, Ms. Betsey Moylan, and Mr. Scott Thomas.

The Fundraising Committee Report was presented by Ms. Quinn and Mr. Thomas. The 2022 Annual Appeal donations are at a deficit due to NKH Renovation donations. A three-year report

of all fundraisers will be provided in January. Funds for the NKH Renovation Project stand at \$179,000. Fundraising will continue in 2023.

The Governance Committee Report was presented by Atty. Lenahan. The Legal Committee has received information under the Right to Know request. A response is being formulated, and policies are being updated.

Agenda Action Item- Pat Clark, a new Board applicant, has received a unanimous recommendation from the Governance Committee. Atty. Lenahan shared details from Mr. Clark's application and interview and motioned for due consideration from the Board. Mr. Garvey seconded the motion, and it was passed.

The Public Relations Committee Report was presented by Mr. Thomas. Holiday gift items, such as mugs, tote bags, and ornaments, have been produced in-house for fundraising. Promotional efforts for Library Express have been increased during the holiday season. The new year will bring the promotion of the Library of Things.

The Bookmobile Report: An update was given by Ms. Garm earlier in the meeting.

The District Consultant's Report: No report.

#### New Business:

The 2023 schedule of Library closings was presented for the Board's review. Mr. Thomas recommended rescheduling December 2023's Board meeting to December 14 due to the Christmas holiday. Atty. Lenahan motioned to accept the recommendation, Mr. Henkelman seconded, and the motion passed.

The outdated security system in Albright and Children's needs replacing. Tyco provided a quote for fourteen cameras. The installation cost will be \$23,569, and \$4,909 for annual maintenance. Both numbers would be submitted to 2023's Repair and Maintenance budget. Mr. Thomas requested the Board's approval to use a line of credit to cover the costs. Details were discussed. This item was tabled to be reviewed in January. Ms. Koons made a motion to authorize the financing of the new system. Atty. Lenahan seconded, and the motion passed.

Scranton Public Library is the payroll processor for Lackawanna County community libraries. Carbondale Library will initiate an IRA pension plan, making SPL responsible for handling employee contributions and submitting their payments. Mr. Garvey provided more detail and a discussion followed. The Board recommended that SPL process payroll deductions, but Carbondale would transfer the payments directly to Fidelity Bank to deter liability. A further resolution will be explored.

Old Business:

The Holiday party has been postponed to December 30.

The System's Memorandum of Understanding, which has been in effect for several years, separates IT and Tech Services provisions. 80% of staff's time is spent servicing System MOUs. Per the MOU, SPL and the System share involvement regarding new staff recruitment, but the CEO has the final decision. The System has revised the MOU, stating that the CEO and the System Executive Director would make the final decision together. The Board has rejected their revision and will continue honoring the existing MOU until a resolution is made.

The Friends' Report was presented by Ms. McGee. The last book sale brought in \$5,500, exceeding the previous six years' average. The Friends featured author Amy Lynn Walsh on First Friday during the sale. Boscov's Friends Helping Friends Coupon fundraiser earned a record \$1,800. The Friends raised a total of \$24,000 this year. Beginning in January, Sale set up will be on Sundays, allowing student assistance. The 2023 Book Sale schedule was shared.

Dr. Mayers called the meeting into Executive Session at 5:30 P.M.

A motion to adjourn the meeting was made by Atty. Lenahan and seconded by Mr. Henkelman. The meeting was adjourned at 5:45 P.M. The next meeting is scheduled for January 19, 2023, at 3:30 P.M.

Respectfully Submitted,



Karen Bazzarri

Secretary