

SCRANTON PUBLIC LIBRARY

MINUTES OF THE
BOARD OF TRUSTEES

November 17, 2022

The Board of Trustees of the Scranton Public Library meeting was virtually held on Thursday, November 17, 2022. The meeting was called to order at 3:30 p.m. by Vice-President Ms. Quinn.

Present:

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

Mr. William Davis

Dr. Daniel Ginsberg

Atty. Jaime Hailstone

Mr. Jim Henkelman

Ms. Linda Koons

Atty. Brian Lenahan

Ms. Betsey Moylan

Ms. Laurel Radzieski

Also:

Mr. Scott Thomas,
Chief Executive Officer

Ms. Michele Legate,
District Consultant

Ms. Jenny Shoener,
Assistant to the CEO

Ms. Joan Hodowanitz, LCLS Board

Public Comment:

Ms. Joan Hodowanitz, LCLS Board

Absent:

Dr. Kenneth Mayers,
President

Ms. Glynis Johns

Mr. Tim McCabe

Rabbi Dovid Rosenberg-

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

Ms. Quinn asked if anyone had questions regarding the October Consent Agenda items. Mr. Davis motioned to accept the Minutes of the October meeting, the October Treasurer's Report, the October Statistics Report, and the CEO Report as printed. Ms. Koons seconded, and the motion passed.

Consent Agenda Items

The Treasurer's Report was presented by Mr. Garvey. An overview was given of the library's budget as of October 31. Things are going well overall. Salaries, wages, and taxes are on target. Investments are still on the decline. The Finance Committee's meeting with the Wells Fargo advisor has been postponed to December 7, when investments will be reviewed.

The Statistical Report was presented by Mr. Thomas. Historical comparisons will be given in January. While electronic circulation continues to rise, conventional circulation has not recovered from the pandemic. Efforts are in place to counter the decline of interest in DVDs, Blu-rays, and CDs with the "Library of Things and video games. Ms. Bazzarri asked, "If traditional purchasing (physical media) processes are reduced, would more money be added to OverDrive?" This would be a System-wide reallocation as state regulation requires 12% of funds to be spent on materials, which includes electronic resources. This is not being planned for 2023 and would be a System-wide discussion.

CEO Report: It has been decided that grant funds will no longer be monitored in the budget because they are hard to predict. In the future, the monthly CEO Report will include grant details, i.e., grants being applied for and how they are being implemented.

Communication and Public Comment

Communications:

"Shame on You" message was left along with the Pennsylvania Catholic Tribune. It is an out-of-state publication intended for the election and has no affiliation with the Scranton Diocese. An article challenging popular LGBTQIA+ graphic novels lists Scranton Public Library as one of many local libraries that circulate the books. A discussion followed on the library's collection policies and challenge forms.

Public Comment:

Ms. Hodowanitz praised the reference department for their services and Jason Klus for Tech Table and computer classes, stating that what the staff does "goes beyond metrics." She also provided a comment on banned books. Ms. Bazzarri began a discussion on the article in the Times regarding the prison's interest in purchasing Overdrive for inmates. The System may not be able to provide eBook services to this demographic due to regulations governing the types of content the inmates can access. Ms. Koons shared her daughter's love for Library Express.

The Finance Report was presented by Mr. Garvey. As stated above in the CEO Report, grant funds skew the budget reports and, going forward, will be presented during that report. The 2023 budget will be presented once LCLS votes on allocations to member libraries at its December meeting. The library will have a deficit in 2024 if funds cut by LCLS during the pandemic are not restored. Library Express's lease will lapse in April 2024. The committee will dedicate 2023 to weighing Library Express's retail operation

costs vs. services as a branch library. A discussion regarding emergency repairs and maintenance funds followed.

The Facilities Committee Report was presented by Mr. Cowder. The Keystone grant for the Nancy Kay Holmes project requires a professional estimator. Due to the current estimator's departure from Champion Builders, new options may need to be explored. The bidding process for the Albright roof repair will begin early in 2023. Further options for the future of Silkman House will be reviewed. Joe Garvey recommended the formation of an ad-hoc committee to study this issue.

The Fundraising Committee Report was presented by Ms. Quinn. The Annual Appeal letters have been sent, and funds will be applied to 2022. Mr. Thomas will present a three-year comparison of the Appeal's revenue at December's meeting.

The Governance Committee Report was presented by Atty. Lenahan. In December, the Governance Committee will present the slate of officers for 2023. The Governance and Personnel Committees met to discuss the CEO's evaluation and 2023 salary, which will be presented at December's meeting. A new board member application has been received and is awaiting review.

The Public Relations Committee Report was presented by Mr. Davis. The committee met, and social media was discussed. Audience metrics of social media will be reviewed to increase PR reach. A news story with Stacey Lang will be explored. Promotional efforts of Library Express during the holidays were discussed. Holiday items, such as mugs, tote bags, and ornaments, will be produced in-house for fundraising.

The Bookmobile Report was presented by Ms. Bazzarri. There is hope for an announcement of the new replacement vehicle in December.

The Nancy Kay Holmes Steering Committee Report was presented by Ms. Quinn. The campaign has received approximately \$158,333 in funds. Foundations and local businesses continue to be approached. Donation requests will be sent to local attorneys in early December. The committee discussed at their last meeting possible fundraisers for late winter and early spring. A request for business recommendations was given to the board.

The District Consultant's Report was presented by Ms. Legate. She shared that in response to current events, Book Challenge support to library directors has been her focus this month, and the 2023-2028 Northeast Library District Strategic Plan has been completed.

New Business:

Dr. Ginsberg made a request to the board to consider adding a "Good and Welfare" to future meeting agendas.

As a result of recent inquiries, Mr. Thomas and the Legal Committee will be creating a policy governing public access to internal library information. Further details were discussed.

Old Business:

The Holiday party on December 16 will be held to show gratitude to the library's staff. Staff, the board of the SPL Trustees, and the Friends board will receive invitations. Ms. Quinn indicated that we would not be able to accommodate additional guests, such as spouses, partners, or friends.

The Friends' Report was presented by Dr. Ginsberg. The next book sale will be held at the Marketplace from November 29 through December 4. Dr. Ginsberg shared the details of his upcoming seminar, *The Longevity Challenge: How to Achieve One Hundred Healthy Years*, held on Sunday, December 11, from 2 to 4 PM in the Henkelman Room. All board members are invited to attend.

A motion to adjourn the meeting was made by Atty. Hailstone and seconded by Mr. Garvey, the meeting adjourned at 5:00 p.m.. The next meeting is scheduled for December 15, 2022, at 3:30 PM.

Respectfully Submitted,



Karen Bazzarri

Secretary