

**SCRANTON PUBLIC LIBRARY**  
**MINUTES OF THE BOARD OF TRUSTEES**

January 19, 2023

The Board of Trustees of the Scranton Public Library meeting was held in person and virtually on Thursday, January 19, 2023. The meeting was called to order at 3:34 P.M. by Vice President Ms. Quinn. President Dr. Mayers arrived shortly after at 3:36 P.M.

**Present**

Dr. Kenneth Mayers,  
President

Ms. Sharon Quinn,  
Vice-President

Mr. Joseph X. Garvey,  
Treasurer

Ms. Karen Bazzarri,  
Secretary

Ms. Elizabeth Bohan

Atty. Pat Clark

Mr. John Cowder

Ms. Mary Beth D'Andrea

Mr. William Davis

Dr. Daniel Ginsberg

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. Michele Legate,  
District Consultant

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

**Public Comment**

Ms. Joan Hodowanitz

**Absent**

Atty. Jaime Hailstone

Ms. Glynis Johns

Rabbi Dovid Rosenberg

## **December Consent Agenda Items**

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

## **CEO Report**

The Center for Independent Living will visit the library monthly to answer patrons' questions. A meeting is scheduled with CareerLink to talk about arranging a monthly on-site presence. As a trial of the Scranton Walkability Study, the City will hold a festival on May 5 on the 500 block of Vine Street. SPL will be involved with the event's planning committee.

## **Communications**

Mr. Thomas informed the Board that he is serving on the Serving Seniors Board along with Mr. Garvey and Ms. D'Andrea. Details on the organization were shared.

## **Public Comment**

Ms. Hodowanitz provided public comments on the County Commissioners Bookmobile resolution and shared her conversation with Steamtown Marketplace's owner on how he supports the SPL Book Sale.

## **January Consent Agenda Items**

### **Finance Committee Report**

Mr. Garvey reported that the Library's Wells Fargo account manager has advised the Committee not to make any changes but suggested a review at the end of the second or third quarter. Assets will be reviewed again in July 2023. Comparisons of the library's 2022 and 2023 budgets were discussed, along with the various expenditure adjustments made to the 2023 budget. 2023's largest source of revenue is the allocation from State Aid, which has affected SPL's allocations from the System. **Action Item:** The Finance Committee motioned to accept the 2023 budget recommendations, the majority were in favor, and the motion passed.

### **Facilities Committee Report**

Mr. Cowder reported the following building updates:

**Albright Building:** Quad 3 will provide final bid documents for the roof repairs. Work is projected to be completed at the end of May 2023.

**Nancy Kay Holmes Branch:** Schematic plans and budget estimates have been submitted to Champion Builders. Their quote for the ADA ramp exceeds the Lion's Club pledge. Quotes have been requested for the remaining ADA projects.

**Silkman House:** The appointed ad-hoc committee will meet on January 31<sup>st</sup> to discuss long-term options for the building.

### **Fundraising Committee Report**

Mr. Thomas reported that the Family Mini Golf fundraiser is scheduled for Fall 2023, and preliminary Swingin' on Vine planning has begun.

### **Governance Committee Report**

Atty. Lenahan reported that during New Business, Mr. Thomas would provide information on the Legal Committee's resolution for the Right to Know request regarding the Library's Service Animal Policy and details of the Friends of SPL MOU.

### **Public Relations Committee Report**

Mr. Davis reported that the Teen Learning Lounge received local news coverage on January 2, and WVIA will interview Reference librarian Alyssa Loney on her *Tales from the Albright* Podcast. The LCLS PR Committee will begin promotion for its 40<sup>th</sup> anniversary in February. PR includes posters, yard signs, and social media posts. The Committee has released its annual Facebook posting schedule for County libraries. The Children's Library is planning a birthday party event on March 22 for the unveiling of the new Cal mascot. Tina Thomas will now lead SPL PR, and the Library of Things promotion will begin in February. Further PR efforts were discussed. Jenny Shoener will now lead Adult Programming.

### **Bookmobile Replacement Committee Report**

Ms. Bazzarri reported that the County Commissioners had approved a budget of over \$300,000 for a replacement Bookmobile with the Library's recommended specs. The System has also allocated \$150,000 toward the vehicle purchase. After purchase, our spec additions could take up to 15 months to complete. **Action Item:** Ms. Bazzarri presented a motion to give Mr. Thomas the authority to dispose of the previous vehicle and to use the proceeds for Bookmobile services. All were in favor, and the motion passed.

### **Nancy Kay Holmes Steering Committee Report**

Ms. Quinn reported that funds for the NKH Renovation Project stand at \$182,163, with an additional \$10,000 committed. Numerous grant LOIs have recently been submitted. Additional donor recommendations from the Board were requested. A gala has been tabled, and other fundraisers are being explored. The Committee will use the Chamber of Commerce's business list to send additional requests. On February 11, there will be a hockey game fundraiser with the WBS Penguin hockey team. Four dollars from every ticket sold will be allocated to NKH Renovations.

### **District Consultant's Report**

Ms. Legate provided an update and details on the District Resource Sharing project. There are hopes that all 25 Northeast District Libraries will share collections in the second quarter. Special library collections will be excluded. Mr. Thomas is compiling an MOU for the District's library directors.

### **New Business**

**Right-to-Know Appeal:** Mr. Thomas provided a Right-to-Know request update regarding the Library's Service Animal Policy. On December 27, a Right-to-Know appeal was filed against SPL with the Office of Open Records. The Library hired an attorney, and an affidavit was filed. As a 501c organization, SPL is not required to provide information to Right-to-Know requests. A detailed discussion of the attorney's legal advice followed.

**Conflict of Interest Forms:** Each Board member will receive an emailed copy of the Library's Conflict of Interest form. Mr. Thomas requested that the yearly form be completed and returned.

**Service Animal Policy:** With guidance from the Legal Committee, a revised Service Animal Policy has been created. Details were shared, and a discussion followed. **Action Item:** The Legal Committee motioned to accept the Policy as written. Ms. Bazzarri seconded, and the motion passed. The Policy will be posted throughout SPL.

**Memorandum of Understanding with Friends of the Scranton Public Library:** The Legal Committee has reviewed the MOU with the Friends of the Scranton Public Library, and the Friends' President has signed it. **Action Item:** Mr. Henkelman motioned to accept the language of the MOU. Ms. Bazzarri seconded, and the motion passed.

**Ad-hoc Social Committee:** Due to the success of the staff's holiday party, Dr. Ginsberg suggested that a committee be formed to plan social events throughout the year. Board members and staff would chair this committee. Dr. Ginsberg will send an email to recruit those who may be interested in participating on the committee.

**Good and Welfare Agenda Item:** Dr. Ginsberg suggested that Good and Welfare be added to future meeting agendas. It was recommended that the Social Committee decides on the addition.

### **Old Business**

**Memorandum of Understanding with LCLS:** The System's MOU concerning Tech Services is unresolved.

**Biannual Statistical Report:** The CEO's Statistical Report will be provided bi-annually. The Bookmobile's absence has dramatically affected circulation statistics, and Albright continues to recover from COVID. The Adam's Avenue parking garage has been sold, and Lackawanna College will assist in contacting the new owner to inquire about providing additional Library parking. Non-print media circulation, such as DVDs, BluRays, and CDs, has decreased due to streaming services. Adult programming will be a primary focus to attract more patrons. E-Circulation continues to rise.

**Resolution for Community Library Payroll Deductions:** A resolution has been reached regarding Carbondale's IRA Pension Plan. SPL will process the deductions, but the System has agreed to take full responsibility for payments in the case of a shortfall by the Carbondale Library. Proper documentation will be made, and Fidelity Investments will be notified.

**Action Item:** Dr. Mayers made a motion to accept the resolution. Ms. Bazzarri seconded, and the motion passed.

**Security Cameras Contract:** The purchase of a new security camera system for Albright and Children's requires more internal research. There is concern over the maintenance quote Tyco has provided. Mr. McCabe and the staff will explore alternative budget-friendly options.

### **Friends of the Scranton Public Library Report**

Ms. McGee reported that the first book sale of 2023 will be held from February 27 through March 5. They will set up on Sundays, allowing student assistance, and the sale will begin on

Mondays. A First Friday author has not been scheduled, and recommendations would be appreciated. Ms. McGee shared the group's gratitude for the holiday party and has requested an invitation to Cal the mascot's unveiling event. Members of the Friends will now attend Sunday with Friends events monthly to solicit new memberships. The group sponsors this event series. Dr. Ginsberg extended an invitation to his upcoming Square-Dance-A-Rama program at the JCC on February 6. The program is scheduled at the Library for April in the Henkelman Room.

**Adjourn**

A motion to adjourn the meeting was made by Ms. Quinn and seconded by Mr. Henkelman. The meeting was adjourned at 5:19 P.M. The next meeting is scheduled for February 16 at 3:30 P.M.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Karen Bazzarri".

Karen Bazzarri

Secretary