

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

February 16, 2023

The Board of Trustees of the Scranton Public Library meeting was held in person and virtually on Thursday, February 16, 2023. The meeting was called to order at 3:37 P.M. by President Dr. Mayers.

Present

Dr. Kenneth Mayers,
President

Ms. Sharon Quinn,
Vice-President

Ms. Karen Bazzarri,
Secretary

Atty. Pat Clark

Mr. John Cowder

Ms. Mary Beth D'Andrea

Dr. Daniel Ginsberg

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

Public Comment

Ms. Joan Hodowanitz

Absent

Mr. Joseph X. Garvey,
Treasurer

Ms. Elizabeth Bohan

Mr. William Davis

Atty. Jaime Hailstone

Ms. Glynis Johns

Mr. Tim McCabe

Rabbi Dovid Rosenberg

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

January Consent Agenda Items

Dr. Mayers asked if anyone had questions regarding the January Consent Agenda items. A revision of January's Minutes has been requested. Ms. Moylan motioned to accept the Minutes of the January Meeting with the addendum. Atty. Clark seconded, and the motion passed. Ms. Bazzarri motioned to accept the January Treasurer's Report, the January Statistics Report, and the CEO Report as printed. Ms. Moylan seconded, and the motion passed.

CEO Report

Due to new leadership roles, monthly Leadership Team Updates will continue rotation in March.

Communications

No communication to report.

Public Comment

Ms. Hodowanitz commented on the relocation of the Grand Army of the Republic Civil War Museum to the Marketplace at Steamtown and how it may increase Book Sale foot traffic. She suggested using phrasing from a Diocese of Scranton brochure, "Please consider us in your will or IRA donation," on future Annual Appeal letters.

January Consent Agenda Items

Finance Committee Report

On behalf of Mr. Garvey, Mr. Thomas reported that variances within 20% have been noted and that even with the increase in utilities, January is on target. Investments are beginning to increase. The System is doing research on SPL's 2024 budget concerns. A meeting will be scheduled soon.

Facilities Committee Report

Mr. Cowder reported the following building updates:

Albright Building: The roof repair project has received pre-bids from Dunmore Roofing, Paradigm Roofing, and Gillespie Construction. Bid invitation ads have been placed in numerous local publications.

Nancy Kay Holmes Branch: A meeting is scheduled for Mr. Cowder and Mr. Thomas to re-prioritize the renovation project's budget.

Silkman House: During a Facilities Committee walk-through, employees shared their positive thoughts on the property. As a result, a list of upgrades and repairs is being made and prioritized. Report to follow.

Fundraising Committee Report

Mr. Thomas reported that the NKH renovation project's fundraising campaign had had an impact on SPL fundraising. Swinging on Vine planning has begun. The event will be held on Friday, May 26.

Governance Committee Report

An Action Item for a new policy will be presented during New Business.

Public Relations Committee Report

Mr. Thomas reported that the use of the System's new PR platform, LibraryAware, is on hold after an email glitch was found. IT has contacted the company for a solution. PR focus is currently on the Library of Things.

Bookmobile Replacement Committee Report

Ms. Bazzarri reported that the previous Bookmobile vehicle had been scraped, gaining \$1000 in return. These funds will be allocated to future Bookmobile materials. The committee met with a consultant and reviewed the spec details. The consultant will give an update on costs for those options, and RFPs can then be sent.

Nancy Kay Holmes Steering Committee Report

Ms. Quinn reported that funds for the project stand at \$186,321, with an additional \$30,000 committed. Personalized letters were mailed to members of the community. Additional fundraisers are being pursued. The pledge plaque project collaboration with Marywood has fallen through; other options are in the works with Heart to Art. Billboard advertising will soon begin, and the Dunmorean newspaper will feature a story during National Library Week on Nancy Kay Holmes librarian Anna Kilcullen on why the Renovation Project is so important. Ms. Quinn asked the board for new donor suggestions and ideas for social media PR. As to not repeat requests, a list of committed donors will be sent to the board.

Social Committee Report

Dr. Ginsberg reported that a committee had been formed and would meet soon. He briefly spoke about the importance of socialization and asked for the board's input and ideas on social gatherings. Committee members: Dr. Daniel Ginsberg, Ms. Betsey Moylan, Ms. Linda Koons, Mr. Joseph Garvey, Ms. Mary Beth D'Andrea, and Dr. Kenneth Mayers, and Ms. Jenny Shoener; Assistant to the CEO.

District Consultant's Report

Ms. Legate reported that a federal-level annual report had been submitted to the Office of Commonwealth Libraries. Questions varied from library usage and program attendance to personnel items. Though not a financial document, an annual audit is also required for any library that receives over \$50,000 in State-Aid. Non-personnel information collected from this report is accessible to the public on a statewide level. There is hope that this report can be used as a tool for stakeholders to tell the library's story.

New Business

Right-to-Know Appeal

Mr. Thomas and the Legal Committee have developed a Request Information Policy Form for the policy request vetting process. Most SPL policies have been made public on the library's website, along with operating budgets, financial statements, 3 years of IRS 190 statements, and Board of Trustees agendas and minutes. Internal policies are not included. Those seeking information unavailable on the website are required to fill out the form. A discussion on the form's details followed. **Action Item:** The Legal Committee motioned to accept the form. Ms. Moylan seconded, and the motion passed.

Old Business

Memoranda of Understanding with LCLS: Nothing new to report.

Security Cameras: Three companies have submitted proposals and are being evaluated.

Strategic Plan Update: The current Plan will expire in 2024 and will need updating. Mr. Thomas provided a review of completed and ongoing items. A regional archival storage solution is being discussed with the Historical Society and grant options will be explored.

Update on Two Board Member Suggestions: Mr. McCabe's Walkability Study suggestion to close a portion of Vine St. has been picked up by the City. SPL will be involved with a block celebration planned for Friday, May 5 and Saturday, May 6. Atty. Clark suggested book club support. The library is already working on developing Book Club Kits. These kits would include multiple copies and formats of a title. SPL could also facilitate online forums and provide Zoom logins.

Good and Welfare Agenda Item: Mr. Thomas recommended further discussion during the upcoming Social Committee meeting.

Friends of the Scranton Public Library Report

Dr. Ginsberg reported that the first book sale of 2023 will be held from Monday, February 27 through Sunday, March 5. A flyer was shared with the board to distribute. The Friends extended gratitude to Ms. Shoener for updating the book sale's banner using Makerspace resources. The relocation of the Grand Army of the Republic Civil War Museum to the Marketplace at Steamtown has presented an opportunity for collaboration during book sales. An invitation was extended by the Friends for the museum to be featured as a future First Friday guest at the book sale. Members of the Friends will now attend Sunday with Friends events monthly to solicit new memberships.

Adjourn

A motion to adjourn the meeting was made by Dr. Ginsberg and seconded by Ms. Quinn. The meeting was adjourned at 4:47 P.M. The next meeting is scheduled for March 16 at 3:30 P.M.

Respectfully Submitted,



Karen Bazzarri

Secretary