

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

April 20, 2023

The Board of Trustees of the Scranton Public Library meeting was held in person and virtually on Thursday, April 20, 2023. The meeting was called to order at 3:32 P.M. by President Dr. Mayers.

Present

Dr. Kenneth Mayers,
President

Ms. Sharon Quinn,
Vice-President

Ms. Elizabeth Bohan
Atty. Pat Clark

Mr. John Cowder

Ms. Mary Beth D'Andrea

Mr. William Davis

Dr. Daniel Ginsberg

Atty. Jaime Hailstone

Mr. Jim Henkelman

Ms. Linda Koons

Mr. Tim McCabe

Ms. Laurel Radzieski

Also

Mr. Scott Thomas,
Chief Executive Officer

Ms. Michele Legate,
District Consultant

Ms. Jenny Shoener,
Assistant to the CEO

Ms. Jessica Serrenti
Head of IT and Digital
Services

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

Public Comment

Ms. Joan Hodowanitz

Absent

Ms. Karen Bazzarri,
Secretary

Mr. Joseph X. Garvey,
Treasurer

Ms. Glynis Johns
Atty. Brian Lenahan

Ms. Betsey Moylan

Rabbi Dovid Rosenberg

March Consent Agenda Items

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

CEO Report: Action Item

Mr. Thomas announced that Ms. Christina Thomas's position has changed from Head of Circulation to Public Relations and Outreach Manager. She will be responsible for PR, community spaces, and outreach. This is a lateral move that will not affect her

current salary. Ms. Briana Cimino, an MLS candidate at PennWest Clarion, has been promoted to Head of Circulation.

Resource sharing will begin throughout the entire Northeast district on May 2.

Leadership Team: Jessica Serrenti

Ms. Serrenti began her role as Head of IT and Digital Services a year ago. She presented to the Board that her focus this year will be cyber security and moving file storage to the Cloud. She shared that the computers purchased with American Rescue Plan Act grant have been deployed.

Communications

Nothing to report.

Public Comment

Ms. Hodowanitz commented that she looks forward to this year's Swingin' on Vine.

Finance Committee Report: On behalf of Mr. Garvey, Mr. Thomas reported that the accounts reflect the market's changes.

Facilities Committee Report: Mr. Cowder reported the following building updates:

Albright Building: Dunmore Roofing's repair contract has been fully executed. A meeting was held to discuss scheduling. Work begins mid-May, and completion is projected for August. Masonry Preservation Services will complete the repairs on the damaged pier and section of fencing at the corner of Dix Court and Vine Street.

Insurance will cover the cost. A schedule will be confirmed soon.

Nancy Kay Holmes Branch: The budget has been reviewed by Champion Builders. Mr. Cowder is preparing construction documents and is working with Champion Builders to provide a professional estimate. A meeting with the Scranton Building and Inspection Office will be scheduled to review all requirements.

Silkman House: Structural issues have been found by Masonry Preservation Services that require professional mediation. Mr. Cowder recommended Quad 3 Group to inspect the issues further.

Fundraising Committee Report: Mr. Thomas reported that The Fundraising Committee is being reformed. Scranton Area Community Foundation's 24-hour fundraiser *NEPA Gives* takes place on June 1 and 2. Social media PR is being planned. Digital fundraising options are being investigated, such as Text to Give and Venmo. Swingin' on Vine has received various sponsorships and raffle basket donations. The food will be cook-out-style, Dominos, and additional food items from a few local restaurants. The Board was provided with ten event tickets to sell and was informed of multiple opportunities to volunteer and donate. Mini Golf is scheduled for the Fall.

Governance Committee Report: Nothing to report.

Public Relations Committee Report: Mr. Davis reported that billboard designs have been sent to LAMAR for SOV. LinkTree has been implemented. An exclusive interview with mascot Cal has been recorded for YouTube. PR videos of SPL's Cal and Lackawanna College's LC mascots meeting are in the works. QR codes will be seen more on PR. Questions and suggestions followed.

Bookmobile Replacement Committee Report: Mr. Thomas updated that the Committee is working on specs for bid documents. An electric engine has been confirmed.

Nancy Kay Holmes Steering Committee Report: Ms. Quinn reported that the funds for the project stand at approximately \$192,563, with an additional \$10,000 committed. Additional advertising is planned. Ms. Quinn clarified that the Keystone Grant can only be used for ADA and energy-efficient upgrades. A discussion on additional funding followed. Mr. Henkelman donated eight SOV event tickets to the Committee to be given to donors as a sign of appreciation.

Silkman House Committee Report: Mr. Thomas reported that the committee is weighing the pros and cons of repairs vs. leasing costs for another location.

District Consultant's Report: Ms. Legate updated on the 2023/2024 Pennsylvania Library budget and the NE district's proposal for stable funding.

New Business

Action Item: Document Retention Policy: Mr. Thomas gave an overview of what the policy entails. **Action Item:** Atty. Hailstone and the Legal Committee motioned to accept the policy, Mr. Henkelman seconded, and the motion passed.

Board of Education Scenario: Mr. Thomas discussed proper Board conduct with staff and partners.

Old Business

Mr. Thomas gave an overview of the profit and loss for Library Express. An ad-hoc committee to determine LE's future was suggested. The Finance Committee will review.

Friends of the Scranton Public Library Report

Ms. McGee reported that the Hyde Trip Bus Trip is on April 29. The next book sale will

begin on June 5. A sidewalk sale is scheduled for July 8. The Friends have donated \$500 as Swingin' on Vine sponsorship and request that the book sale banner be hung during the event.

Good and Welfare

Dr. Ginsberg extended an invitation to the *Square Dance-Arama* on May 7, from 2 PM to 4 PM. The event will be held in the Henkelman Room. He also happily announced the arrival of his new great-granddaughter, River Eden.

Adjourn

A motion to adjourn the meeting was made by Ms. Quinn and seconded by Atty. Hailstone. The meeting was adjourned at 4:39 PM. The next meeting is scheduled for May 18 at 3:30 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Scott Thomas', with a long horizontal stroke extending to the right.

Scott Thomas
CEO