

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

July 20, 2023

The Board of Trustees of the Scranton Public Library meeting was held in person and virtually on Thursday, July 20, 2023. President Dr. Mayers called the meeting to order at 3:30 P.M.

Present:

Dr. Kenneth Mayers,
President

Ms. Sharon Quinn,
Vice-President

Mr. Joseph X. Garvey,
Treasurer

Ms. Karen Bazzarri,
Secretary

Mr. George Aulisio

Ms. Elizabeth Bohan

Atty. Pat Clark

Mr. John Cowder

Ms. Mary Beth D'Andrea

Dr. Daniel Ginsberg

Atty. Jaime Hailstone

Ms. Linda Koons

Atty. Brian Lenahan

Mr. Tim McCabe

Ms. Laurel Radzieski

Also:

Mr. Scott Thomas,
Chief Executive Officer

Ms. Jenny Shoener,
Assistant to the CEO

Ms. Michele Legate,
District Consultant

Absent:

Mr. William Davis

Mr. Jim Henkelman

Ms. Glynis Johns

Rabbi Dovid Rosenberg

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

Public Comment:

Ms. Joan Hodowanitz

June Consent Agenda Items

Dr. Mayers asked if anyone had questions regarding the June Consent Agenda items. Ms. Bazzarri motioned to accept June's Minutes, Treasurer's Report, Statistical Report, and the CEO Report as printed. Ms. Koons seconded, and the motion passed.

Communications

No correspondence.

Public Comment

Ms. Hodowanitz expressed concerns with the city's Walkability Study recommendations to reconfigure traffic patterns near the Albright and Children's Library.

Finance Committee Report

Mr. Garvey reported that the overall budget is doing well and is ahead due to payments received from the System. Variance in fundraising revenue and expenditures is the result of Swingin' on Vine. Investments have increased \$48,000 and stand at approximately \$1,100,000.

Facilities Committee Report

Mr. Cowder reported the following building updates:

Albright Building With the exception of ridge tiles, roof repairs are complete. A solution for the missing tiles is in place until they are received from the manufacturer. The tower spire has been repaired and reinstalled, and gutter cleaning and sealing are underway. A rainwater conductor located between the library and the Cultural Center is blocked. Remediation has been planned.

Nancy Kay Holmes Branch: A request to revise the ADA parking plan has been submitted to extend the curb cuts. Schematic plans for this have been completed. Architectural plans for the ADA unisex restroom have been completed. Agreements have been signed with Greenman, Petersen, Inc. (GPI) to provide surveying, structural, mechanical, electrical, and plumbing engineering for the project. We await a proposal for the civil engineering required for the ADA Street Parking Plans. To date, the engineering agreements total \$18,700. Required plans for ADA and energy upgrades for the Keystone Grant Application are targeted to be completed by the first week of September and will be issued to Champion Builders. This week, there was a sewer backup in the basement. An insurance claim has been submitted, and the damage has been remediated. There will be discussions on whether sewer line scoping should be done before the engineer's renovation drawings are completed.

Silkman House: Nothing new to report.

Fundraising Committee Report

Mr. Thomas reported that the NKH Renovation Project has gained considerable donations due to recent PR efforts. Maximum Zen Bakery will hold a bake sale on August 13th during the next *Sunday with Friends* event at the Children's Library. Proceeds will be donated to the Renovation Project. The Nancy Kay Holmes Steering Committee Report covers further fundraising efforts.

Governance Committee Report

Nothing to report.

Public Relations Committee Report

Mr. Thomas shared that PR Focus has been on the NKH Renovation Project. Overall,

SPL's PR procedures have been streamlined and proven effective. A back-to-school PR campaign is being planned for the Fall.

Bookmobile Replacement Committee Report

Ms. Bazzarri provided a preliminary floor plan and a spec sheet for the vehicle. Additional questions have been submitted. The next steps will include the consultant drafting an RFP, submitting it to the county's commissioners, and then going out to bid.

Nancy Kay Holmes Steering Committee Report

Mr. Thomas reported that as a tribute to the honorary co-chairs, Dave and Ann Hawk, the main room of the building will be named in memory of their daughter, Carolyn Hawk Horter. A bronze plaque has been ordered. Letters from state representatives and a resolution from the System are needed for the Keystone Grant application. Ms. Quinn shared that the Project's fundraising plans for the Fall include an auction of Austin Burke's original painting of the building along with other high-end items and a restaurant fundraiser at The Railyard. The Heart to Art mural project will be held at Robert Morris Elementary School, and sponsors for the event are being sought. A project is being planned with the Boy Scouts to construct a wall in the NKH garden to commemorate donors.

Silkman House Committee Report

The report was given during the Facilities Committee Report.

District Consultant's Report

Ms. Legate gave an overview of the Waiver Assessment for Libraries (WAFL) application and how the district's standards must be maintained. Though there is no need to apply this year, an update on SPL's progress was shared.

New Business

MOU with Scranton Public Library Authority: Mr. Thomas reported that a conflict of interest written in the Authority's by-laws has been removed, and the Authority has approved an MOU. The MOU states that SPL will provide in-kind services, and its CEO will serve as a liaison to the Authority. **Action Item 1:** Mr. Garvey motioned to accept the MOU as written. Atty. Lenahan seconded, and the motion passed.

Action Item 2: Atty. Lenahan motioned to nominate Mr. Thomas as liaison. Ms. Koons seconded, and the motion passed.

Resolution for Abington Community Library Retirement Plan: A resolution is needed regarding Abington'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 Abington Community Library. Proper documentation will be made and signed by

all parties involved, and Fidelity Investments will be notified. **Action Item:** Mr. Garvey motioned to accept the resolution. Ms. D'Andrea seconded, and the motion passed.

Old Business

Nothing to report.

Friends of the Scranton Public Library Report

On behalf of Ms. McGee, Dr. Ginsberg reported that July's sidewalk book sale brought in \$1,780. Sidewalk sales revenue has declined over the years, but they remain a good advertising opportunity. 20 boxes of donations were dropped off during the sale. In total, 80 boxes of books are being stored in McGee's garage. The next scheduled book sale at the Marketplace will be held on Monday, August 28, through Sunday, September 3. The last day of the sale will again feature free books for teachers and non-profits. Preliminary planning for a bus trip in April 2024 has begun. Past trip locations were shared, and destination suggestions can be emailed to Ms. McGee at barbmcgee@verizon.net. A new edition of the group's newsletter will be released in October.

Good and Welfare

Dr. Ginsberg announced that Ms. Gee welcomed a new grandson. He also commented on how nice it is to see the benches on the library's lawn being used. Ms. Bohan extended invitations to the *Fringe Festival's Cabaret and 1984* shows held at Lackawanna College this weekend and next.

Dr. Mayers called the meeting into Executive Session at 4:25 P.M.

Adjourn

A motion to adjourn the meeting was made by Ms. Koons and seconded by Atty. Lenahan. The meeting was adjourned at 4:30 P.M. The next meeting is scheduled for August 17 at 3:30 P.M.

Respectfully Submitted,



Karen Bazzarri
Secretary