

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

September 21, 2023

The Board of Trustees of the Scranton Public Library meeting was held in person and virtually on Thursday, September 21, 2023. President Dr. Mayers called the meeting to order at 3:30 P.M.

Present:

Dr. Kenneth Mayers,
President

Ms. Sharon Quinn,
Vice-President

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. Joseph X. Garvey,
Treasurer

Mr. Jim Henkelman

Ms. Glynis Johns

Rabbi Dovid Rosenberg

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

Public Comment:

Ms. Joan Hodowanitz

July Consent Agenda Items

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

Communications

No correspondence.

Public Comment

Ms. Hodowanitz requested author recommendations for future LCLS Lecture Series dates. She also shared details about the newly developed Lackawanna County Literacy Committee. The committee is scheduled to meet every third Thursday at 5:30 P.M. and will be held on the 5th floor of the Lackawanna County Government Center.

Finance Committee Report

In Mr. Garvey's absence, Mr. Thomas reported that the overall budget is doing well. A routine meeting with the library's Wells Fargo investment advisor will be scheduled.

Facilities Committee Report

Mr. Cowder reported the following building updates:

Albright Building: A broken tile on the tower spire was noted after reinstallation. Dunmore Roofing will make the necessary repairs. Gutter cleaning and sealing is complete. Bill Keating inspected and cleared the southwest gutter drain. Replacement of the gutter boot by Dunmore Roofing remains to be completed. Additional work includes reattaching a detached lightning rod on the north stack wing for an additional \$481.56. The final payment to Dunmore Roofing will occur when the project is complete. The next scheduled job meeting will occur in December.

Nancy Kay Holmes Branch: On Tuesday, September 19, a meeting was held with Bill Keating of Keating Brothers Plumbing. A sewer line scope determined that the line connects to the main sewer along Green Ridge Street and that there was deterioration and blockage in the building line from the basement toilet to the trap and cleanout at the northeast corner of the basement. Keating quoted \$11,000 to replace the line with new PVC piping, a new cleanout, and a Y connection for the new ADA toilet. Work will begin soon. Due to the trap placement, the remaining sewer line to the street can't be scoped, and a diagnosis can only be made once the old building line is exposed. On Wednesday, September 20, the County Commissioners authorized an application for a \$333,700 matching Keystone state grant for the construction of the ADA ramp, a new ADA unisex restroom, and associated energy efficiency-related items for a total anticipated project cost of \$667,400. Greenman-Pedersen Inc. (GPI) provided construction details for MEP, structural, and civil items. Mr. Cowder, AIA, provided architectural plans, and Champion Builders provided construction estimates.

Silkman House: On July 24, Michael Heim, PE from Quad3 Group, and Mr. Cowder examined the structural conditions of the foundation walls and related wood joists and beams. On August 20, Mike provided a structural assessment report copied to Masonry Preservation Services (MPS) so that they may complete their initial foundation inspection report.

Fundraising Committee Report

Family Mini Golf will be held October 22 from 12- 4 P.M. Sponsors and raffle donors are being solicited.

Governance Committee Report

Nothing to report.

Public Relations Committee Report

Mr. Thomas shared that PR focus is on Mini Golf. The Renovation's events will follow. In-house printed publications are now being created by the Public Relations department exclusively.

Bookmobile Replacement Committee Report

The next step will be to open the bids to be reviewed by the consultant, recommendations will be made to the commissioners, and finally, a vendor will be selected.

Nancy Kay Holmes Steering Committee Report

The project has raised \$333,570 to submit to the Keystone grant. Ms. Quinn, The project has raised \$333,570. Ms. Quinn reported an additional \$15,000 is pending that may be received after the grant submission. Atty. Clark has been canvassing neighborhoods surrounding the branch with door hangers to solicit other donors. The bake sale with Maximum Zen Bakery raised \$702. The Heart to Art mural project will be at the Green Ridge Fall Festival on October 14. A pop-up library is planned for the event. On November 4 at 6 P.M., the branch will have an upscale sponsor appreciation event. Carolyn Hawk Horter's plaque will be revealed. Austin Burke's original painting of the building will be auctioned off online. There will be a silent auction for other high-end items on the night of the event. Additional fundraisers are planned.

Silkman House Committee Report

The report was given during the Facilities Committee Report.

District Consultant's Report

Ms. Legate gave an overview of Hoopla, an e-resource streaming service that the District will soon launch. The service complements Libby, and the District will exclusively fund it. Hoopla not only provides eBooks and audiobooks but also includes music and videos. There is nothing new to report on the state budget.

New Business

2024 SPL Holiday Party: The party is scheduled for December 15. The Board thanked Joan Hodowanitz for her generous donation to the event. As a result, invitations will be extended to guests and their significant others.

MOUs with LCLS for Technical and IT-Digital Services: Both MOUs will soon expire. Because of her retirement in November, Ms. Garm declined a 2-year renewal. The LCLS Board will vote during their November meeting.

Authorization to Borrow to Cover Keystone Grant Match: \$333,570 was raised for NKH's Renovation. Per Mr. Cowder's report, \$333,700 is needed for qualified Keystone

repairs. Additional pending funds will not be received by the grant's submission deadline, and guidelines state that a bank statement must reflect the funds to be matched. Mr. Thomas requested authorization for a \$30,000 line of credit to make up the difference. **Action Item:** Atty. Hailstone motioned to authorize the resolution. Ms. Koons seconded, and the motion passed.

Changes in SPL Authority Membership: Four members have terms that have expired. Two of those members have been re-appointed by City Council. The City's legal department has been approached for more information on the remaining seats.

Old Business

Nothing to report.

Friends of the Scranton Public Library Report

The group welcomed a new board member in August. Domenica Hassenplug is a nursing student who volunteered at book sales and then agreed to expand that help to become a board member. A vote was passed to donate an additional \$3,000 to the \$2,000 previously contributed to the Nancy Kay Holmes Renovation campaign, totaling \$5,000. The group plans on presenting Mr. Thomas and the Renovation Steering Committee with a ceremonial check at their October 10 board meeting. A photo taken of the event will be submitted to the media. The August 28 - September 3 book sale profited \$6,160- a record for the year. Three of the year's 7-day sales averaged \$5,917- a \$238 margin from 6-day sales. Because of that and Sunday's library maintenance staff availability, the sale will be shortened to 5 days. Set-up will occur on Mondays as in previous years, but the sale will close on Saturday at 2:00 PM rather than 5:00 PM. The \$5 Fill-A-Bag and free books for teachers and nonprofit employee incentives will continue on Saturdays. The group will no longer coordinate a book sale with La Festa Italiana. Sales were underattended, and the availability of volunteer/ library maintenance staff was a concern. Book sale fliers will be posted at the festival, but the sale will be held the following week. The tentative dates for the 2024 book sales pending library and Marketplace at Steamtown approval:

February 27 through March 2 (set-up February 26), June 4 through 8 (set-up June 3), September 10 through 14 (set-up September 9), and December 3 through 7 (set-up December 2.) A sidewalk sale date has been tabled until the October meeting. They are discussing whether to move it from the summer because of the heat.

Good and Welfare

Mr. Thomas reported a bomb threat to the library. Area libraries and schools have been receiving threats throughout the week. The FBI and police verified that the danger was illegitimate. Ms. Bohan extended invitations to upcoming *Fringe Festival* events.

Dr. Mayers called the meeting into Executive Session at 4:38 P.M.

Adjourn

A motion to adjourn the meeting was made by Ms. Quinn and seconded by Mr. Aulisio. The meeting was adjourned at 4:39 P.M. The next meeting is scheduled for October 19 at 3:30 P.M.

Respectfully Submitted,

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

Karen Bazzarri
Secretary