

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

January 18, 2024

The Board of Trustees of the Scranton Public Library meeting was held in person and virtually on Thursday, January 18, 2024. Ms. Quinn called the meeting to order at 3:30 P.M.

Present:

Ms. Sharon Quinn,
President

Ms. Karen Bazzarri,
Vice-President

Mr. Joseph X. Garvey,
Treasurer

Mr. Tim McCabe,
Secretary

Mr. George Aulisio

Elizabeth Bohan

Atty. Pat Clark

Mr. John Cowder

Ms. Mary Beth D'Andrea

Mr. William Davis

Dr. Daniel Ginsberg

Ms. Glynis Johns

Atty. Brian Lenahan

Dr. Kenneth Mayers

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*

Absent:

Mr. Jim Henkelman

Ms. Linda Koons

Public Comment:

Ms. Joan Hodowanitz

December Consent Agenda Items: Ms. Quinn asked if anyone had questions regarding the December Consent Agenda items. **Action Item:** Atty. Hailstone motioned to accept December's Minutes, Treasurer's Report, Statistical Report, and the CEO Report as printed. Mr. Garvey seconded, and the motion passed.

Communications: Nothing to report.

Public Comment: Ms. Hodowanitz emphasized the significance of advocating for the value of libraries.

Finance Committee Report: Mr. Garvey overviewed the library's end-of-the-year budget comparison. Three options for the 2024 operating budget were presented during New Business. Wells Fargo investments have increased, and the Finance Committee will meet to discuss the possibility of a heavier mix.

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

Albright Building: The ridge tiles are still on backorder.

Nancy Kay Holmes Branch: PennDOT was contacted for a Highway Occupancy Permit for ADA-related street parking options. Civil drawings are completed, and GPI was approached for assistance in the PennDOT approval process. Mr. Cowder discussed fireplace design plans that are awaiting vendor approval.

Silkman House: Nothing new to report.

Library Express: Covered during the Library Express Committee report.

Fundraising Committee Report: Mr. Thomas reported that the Committee is planning a Mother's Day photo fundraiser and is researching a collaboration with Jerry's For All Seasons. Swingin' on Vine 2024 will be held on Friday, May 24. A preliminary planning meeting is scheduled.

Governance Committee Report: Atty. Lenahan shared that an interview is being scheduled with Anita Cola, a prospective board member. One open position remains, and the Committee has requested applicant recommendations.

Public Relations Committee Report: Mr. Davis reported that the current PR is being reviewed and updated if needed. New programs are being added. Preliminary planning for Swingin' on Vine promotion is underway.

Bookmobile Replacement Committee Report: Ms. Bazzarri shared various discrepancies found within the approved bid documents, such as the vehicle's size, which differs from what was requested in the Committee's submitted RFP. The Committee has asked LCLS to revise these documents and to provide a copy of the submitted final bid document and the rejected bid letter sent to the vendor. Mr. Thomas confirmed that LCLS has signed the vendor's contract and that the vehicle has been ordered.

Nancy Kay Holmes Steering Committee Report: Mr. Thomas reported that the Lions Club has committed to a \$10,000 donation. A photo op will be scheduled. The Committee plans to fundraise for the new circulation desk through donation plaques. \$24,000 is needed. Additional fundraising plans will be discussed at their next meeting.

Library Express Committee Report: A discussion was held during the Executive Session. The results of that discussion can be found in New Business.

Bylaws Committee Report: Dr. Ginsberg reported that the Committee's next meeting is scheduled for January 22. An updated report will be given in a month or so.

District Consultant's Report: Ms. Legate reported that Interlibrary Loan has been impacted by increasing shipping costs with UPS. Since 2022, prices have almost tripled. To negate the cost of shipping, purchase requests will be encouraged. More cost-effective shipping options are being explored.

New Business: Conflict of Interest Form: Each Board member will receive an emailed copy of the Library's Conflict of Interest form. Mr. Thomas requested that the annual form be completed and returned.

Ms. Quinn called the meeting into Executive Session at 4:31 P.M. The public meeting resumed at 4:50 P.M.

New Business (cont.): Library Express Committee Recommendation: Mr. McCabe summarized the Committee's findings and shared the final decision to vacate Library Express on April 30, 2024. Alternative solutions for the Friends of the Scranton Public Library book sale will be discussed in detail in a separate meeting with the Friends.

Adoption of 2024 Operating Budget: Mr. Garvey reported that after discussing all three versions and based on the accepted recommendation of the Library Express Committee, version two of the budget was presented. **Action Item:** Mr. Garvey, acting on behalf of the Finance Committee, motioned to accept the adoption of version two of the 2024 budget, which includes the closure of Library Express by April 30, 2024. Dr. Mayers accepted the motion, Ms. Quinn seconded, and the motion passed.

Old Business: Nothing to report.

Friends of the Scranton Public Library Report: Ms. McGee reported that the group's January meeting has been postponed to the end of January due to technical difficulties. The next book sale will be held from February 27 to March 1.

Good and Welfare: Nothing to report.

Adjourn: Mr. Garvey motioned to adjourn; Atty. Lenahan seconded, and the motion passed. The meeting ended at 5:30 P.M. The next meeting is scheduled for February 15, 2024, at 3:30 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "T. McCabe", with a horizontal line above the first few letters.

Tim McCabe
Secretary