

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

August 15, 2024

The Board of Trustees of the Scranton Public Library met in person and virtually on Thursday, August 15, 2024. Ms. Quinn called the meeting to order at 3:31 PM.

Present:

Ms. Sharon Quinn,
President

Ms. Karen Bazzarri,
Vice-President

Mr. Joseph X. Garvey,
Treasurer

Mr. Tim McCabe,
Secretary

Elizabeth Bohan

Ms. Daysi Carreto

Mr. John Cowder

Ms. Mary Beth D'Andrea

Dr. Daniel Ginsberg

Mr. Jim Henkelman

Ms. Linda Koons

Atty. Brian Lenahan

Dr. Kenneth Mayers

Mr. Tim McCabe

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*

Public Comment:

Absent:

Dr. George Aulisio

Mr. Joseph X. Garvey,
Treasurer

Atty. Pat Clark

Ms. Anita Cola

Mr. William Davis

Atty. Jaime Hailstone

Ms. Glynis Johns

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

Communications

Correspondence: Nothing to report this month.

Public Comment: No public comment.

Finance Committee Report: Mr. Garvey reported that the budget had unforeseen expenses but looks to be on target for this time of year. We will have a better idea in September and October. Investments are doing well, and we continue to be in accordance with our Community Bank debt service loan. The balloon-payment for this loan will be due in 2028.

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

Albright Building

Mechanical: GPI engineers inspected the nearly 40-year-old air conditioning system. This type of unit has an average life expectancy of 25 years.

Sewer: Since the beginning of the summer, we have been experiencing a series of sewer backups in the basement. Keating Plumbing removed the existing basement Locker Room floor and replaced the failed backflow preventer installed during the Elevator Project. That work is completed, but there is still an issue at the exterior roof downspout boot near the elevator entrance and where it connects to the old sewer line. A scope will be performed to see if the connection needs to be cleared.

Nancy Kay Holmes Branch Upgrade Renovations: KR Construction Group is now on-site and demolition work for the flooring upgrade has begun. Alicon Environmental completed the initial asbestos abatement in the work areas. As asbestos is present in the plaster, additional abatement may be required as the project progresses. The architect and engineers reviewed and approved additional shop drawing submissions for the renovation. The City Plan Inspector was contacted about the need for a urinal in the Unisex Restroom, and we were informed that it was not required. Interstate Windows installed a mockup double-hung window in the Children's Reading Room. The mockup was approved for the remaining windows. Due to the Circulation Desk's weight of over 1,400 pounds, GPI Engineers are conducting a structural assessment of the library's first floor. After recent heavy rainfall, the basement took on water. The area is now clear of water, but Scott Thomas is looking into the cause.

Silkman House: Nothing to report this month.

Fundraising Committee Report: Mr. McCabe shared further details on the wine-fundraiser proposed last month. It will be held in November and will be travel-themed, feature eight wines from various regions, including light fare, and will be held in the Henkelman Room. Mr. McCabe met with Josh Mast, owner of Posh and The Colonnade, to discuss the wine selection and menu. Ticket prices will depend largely on the wine selection which is currently under review. SPL branded journals and slogan t-shirts will be added to the library's merchandise. Signs with a QR code to the library's Venmo charity account will be placed at the Circulation desk.

Governance Committee Report: Nothing to report this month.

Public Relations Committee Report: Mr. Thomas shared on behalf of Mr. Davis that progress photos of the Nancy Kay Holmes Library renovation are being posted on social media. The plastic bag collection for Eagle Scout Dawson Reid has been highly successful and is near completion. "Time Travel Tuesday" photos posted on social media continue to produce high engagement.

Nancy Kay Holmes Steering Committee Report: Mr. Thomas gave an overview of the current financials for the Renovation Project. An up-to-date report will be provided monthly.

District Consultant Report: Ms. Legate announced that the District Advisory Committee and the District Executive Committee's District Negotiation Agreement has been approved by the

Office of Commonwealth Libraries. The agreement is valid from July 1, 2024, until June 30, 2025, and is contingent on the receipt of District Library Center aid amounting to \$364,926. The District Library Center has ended their resource sharing subscription with OCLC (Online Computer Learning Center.) As a result, nation-wide resource sharing will no longer be available.

New Business: Nothing to report this month.

Old Business:

Strategic Plan: Mr. Thomas updated that the Strategic Planning Committee continues to analyze the 2020 Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis.

Mobile Library: Mr. Thomas reported that the vehicle's delivery date is still unknown, but it was discussed with LCLS that Scranton Public Library will hold ownership. An MOU with LCLS will be drafted. When the time comes, the vehicle will be stored at COLTS.

Millage: Mr. Thomas reported that the Finance Committee reviewed the millage increase request letter. If LCLS agrees to move forward with the request, the decision will be made by September 11. Mr. McCabe noted that in substantiation of the suggested millage increase, the amount reflects what would be required to bring SPL's allocation to where it would be if inflation was correctly factored over the past 20 years.

Friends of the Scranton Public Library Report: Ms. McGee distributed fliers for September's book sale for the Trustees to post. Book donations are steady. Major donations were given from leftovers from St. Joe's Festival, the Clarks Summit Methodist Church rummage sale, and the Old Forge Middle School which closed its library. A sidewalk sale is scheduled for September 28 at Albright. The rain date is Oct. 5. The 2025 book sales are tentatively set for March, September and December and three sidewalk sales in front of Albright the third Saturday in May, June and July. The Friends have requested longer sale dates from the Marketplace and are awaiting approval. The bus trip to the American Museum of Natural History on July 27, 2024, was very successful. Attendees expressed a desire to return to the museum next year since there was so much to see. The Friends donated the remaining \$175 to the fund to purchase benches in front of Children's Library in honor of long-time employee Janie Lawless.

Good and Welfare: Dr. Ginsberg announced that he will celebrate his 94th birthday on September 14.

Adjourn: Mr. Garvey motioned to adjourn; Ms. Bazzarri seconded, and the motion passed. The meeting ended at 4:33 PM.

The next hybrid meeting is scheduled for September 19, 2024, at 3:30 PM.

Respectfully Submitted,



Tim McCabe
Secretary