

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

September 19, 2024

The Board of Trustees of the Scranton Public Library met in person and virtually on Thursday, September 19, 2024. Ms. Quinn called the meeting to order at 3:30 PM.

Present:

Ms. Sharon Quinn,
President

Ms. Karen Bazzarri,
Vice-President

Mr. Tim McCabe,
Secretary

Dr. George Aulisio

Elizabeth Bohan

Ms. Daysi Carreto

Atty. Pat Clark

Ms. Anita Cola

Mr. John Cowder

Ms. Mary Beth D'Andrea

Dr. Daniel Ginsberg

Mr. Jim Henkelman

Ms. Linda Koons

Atty. Brian Lenahan

Also:

Mr. Scott Thomas,
Chief Executive Officer

Ms. Jenny Shoener,
Assistant to the CEO

Public Comment:

Heather Tomilson

Absent:

Mr. Joseph X. Garvey,
Treasurer

Mr. William Davis

Atty. Jaime Hailstone

Ms. Glynis Johns

Dr. Kenneth Mayers

Ms. Michele Legate,
District Consultant

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

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

Communications

Correspondence: Nothing to report this month.

Public Comment: Heather Tomilson attended the meeting as a requirement for her capstone class at PennWest.

CEO Report: Mr. Thomas mentioned that our relationships with the Scranton and Dunmore school districts are strengthening. We have scheduled Library Pop-Ups for back-to-school events in both districts and are planning class field trips and assembly visits with Scranton schools.

Finance Committee Report: Mr. Thomas reported on behalf of Mr. Garvey. Investments are fine. Nancy Kay Holmes Library funds continue to decline as the renovation project continues, but we are still on budget. State reimbursement from the Keystone Grant is expected soon.

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

Albright Building

Mechanical: A follow-up report from GPI engineers is needed on the aging HVAC system. The report will include maintenance and upgrade requirements. Currently, replacement is not critical.

Sewer: There are no current issues to report, but a scope will be scheduled as a precaution.

Nancy Kay Holmes Branch Library

Basement: Due to the age of the building and the upcoming installation of the new 1,400-pound Circulation Desk, Greenman Petersen Engineers conducted a study and created a plan to reinforce the area around the Circulation Desk. Champion Builders were hired to do this on an emergency basis, which involves adding three columns and reinforcing several wooden joists. The total cost of the work is \$23,950, and completion is expected within two weeks. Mr. McCabe raised concerns about the stability of the basement floor to accommodate the new columns and the potential for subsidence. Mr. Cowder did not find cracks or other indications of subsidence. He said the building may show a slight slope in areas, but it is well within construction limits.

Upgrade Renovations: KR Construction Group has installed laminate flooring on the First Floor and Mezzanine. Craftsman-style lighting on the First Floor is mainly installed, and work has started on the new ADA Unisex Restroom. Window installation is scheduled for the end of this month. The precast Handicap Ramp and Front Steps shop drawings were approved. We are awaiting the sidewalk demolition and pouring of the ramp and step foundation piers. Penn DOT has approved the handicapped parking design, so site demolition of the sidewalk area will start shortly. Payments to KR Construction total \$116,718.54 of a total contract now at \$543,183.08. Change orders total \$1,404 for additional painting in the Children's Reading Room and \$13,009.69 for window trim and factory-applied painting of the new composite windows. The project is approximately 20% complete.

Silkman House: Nothing to report this month.

Fundraising Committee Report: Mr. Thomas shared that additional staff members were invited to the committee. New Scranton Public Library t-shirts will soon be ready to sell, and t-shirts featuring the Children's Library mascot, Cal, have been discussed. The Annual Appeal letters are being composed, Mini Golf will be planned for January, and a new big-ticket event will be scheduled for next year. Signs with the Library's Venmo QR code have been hung throughout the building.

Governance Committee Report: Nothing to report this month.

Public Relations Committee Report: On behalf of Mr. Davis, Mr. Thomas shared that progress photos of the Nancy Kay Holmes Library renovation continue to be posted on social media along with updates about the branch's staff. This month, PR will focus on promoting Book Club Kits. LCLS has released its updated PR style guide to be used for uniformity across all the county libraries.

Nancy Kay Holmes Steering Committee Report: Mr. Thomas provided an update on the renovation project's current finances. The Sheldon Family Foundation declined funding, but other potential donors are interested in the project. Due to the possibility of unforeseen change orders, a bank loan is a consideration. Dawson Reed has collected 1,000 pounds of plastic bags for his Eagle Scout project. The bench the plastic bags will create can be ordered now that his goal has been met. Mr. Henkelman is an Eagle Scout and serves as a committee chairperson. He will make a recommendation to the Northeastern Pennsylvania Council to add the Library to their list of non-profit organizations for upcoming Eagle Scout projects. The Library will continue the plastic bag collection to create an additional bench. The final Heart to Art mural painting session may be held at the YMCA. Ms. Quinn's family will sponsor the mural.

District Consultant Report: Nothing to report this month.

New Business: Nothing to report.

Old Business:

Strategic Plan: The Strategic Planning Committee met on August 28th to discuss goals for the next plan. Mr. Thomas met with the SPL Leadership Team, which provided input, and will attend departmental staff meetings over the next few weeks to ask them about potential priorities.

Mobile Library: LCLS has not responded to a preliminary draft of a Memorandum of Understanding between LCLS and SPL for managing the Mobile Library and Outreach Services. The manufacturer anticipates delivery sometime in the spring.

Millage: Mr. Thomas was informed that LCLS is tentatively willing to explore the possibility of an additional increase.

Friends of the Scranton Public Library Report: Dr. Ginsberg provided an update on behalf of Ms. McGee. The September book sale generated \$6,067, marking this year's highest sales figure. The March sale brought in \$5,934, and the June sale made \$4,461. Credit sales also hit a record high at \$1,262. The decision to start the set-up an hour later was successful. The custodians from SPL delivered the tables and boxes of books until about 11:30 AM. Patrons were pleased with the wide selection. A total of 58 volunteers assisted during the week. Additional volunteers will be necessary for future sales with students back in school. The Friends will reach out to Lackawanna College to seek assistance from their students. The next book sale will be a sidewalk sale on Saturday, September 28, from 10 AM until 3:30 PM in front of Albright. The rain date is scheduled for October 5.

Good and Welfare: Ms. Koons recommended Amanda Jones's book, *That Librarian: The Fight Against Book Banning in America*. Ms. Bohan provided information about the upcoming Fringe Festival events. The opening event will take place at the Everhart Museum on September 26. Mr. Cowder acknowledged the excellent memorial service for the late Norma Reese last weekend. Author and illustrator Glenna Lang gave the eulogy. Ms. Reese served as the Forest Hill Cemetery caretaker and archivist and was a longtime volunteer at the library, where she held many lectures on her extensive research. The library is interested in continuing a lecture series in her name.

Adjourn: Mr. McCabe motioned to adjourn; Atty. Lenahan seconded, and the motion passed. The meeting ended at 4:17 PM.

Ms. Quinn then called the meeting into Executive Session.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "T. McCabe", written in a cursive style.

Tim McCabe
Secretary