

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

February 20, 2025

The Board of Trustees of the Scranton Public Library met in person and virtually on Thursday, February 20, 2025, at the Albright Memorial Library. Ms. Quinn called the meeting to order at 3:31 PM.

Present:

Ms. Sharon Quinn,
President

Ms. Karen Bazzarri,
Vice-President

Atty. Pat Clark
Treasurer

Mr. Tim McCabe,
Secretary

Dr. George Aulisio

Ms. Elizabeth Bohan

Ms. Daysi Carreto

Mr. John Cowder

Ms. Mary Beth D'Andrea

Mr. Joseph X. Garvey

Dr. Daniel Ginsberg

Atty. Jaime Hailstone

Ms. Linda Koons

Atty. Brian Lenahan

Dr. Kenneth Mayers

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:

Joan Hodowanitz

Absent:

Ms. Anita Cola

Mr. William Davis

Mr. Jim Henkelman

Ms. Glynis Johns

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

Communications

Correspondence: None.

Public Comment: Ms. Hodowanitz praised library staff member Jason Klus for his expertise and patience. She attended Mr. Klus's Tech Table when she was experiencing difficulties with her cell phone. Tech Table is a library program designed to provide patrons with hands-on assistance for any technology-related questions or issues.

Treasurer / Finance Committee Report: Atty. Clark mentioned that he met with Mr. Thomas and the library's business manager, Jackie LaPolla. During their meeting, they discussed alternative methods for recording the monthly budget. Atty. Clark also requested suggestions from the Board on whether they would like additional content added to the report. Wells Fargo investments are performing well, and an introductory meeting with the account advisor will be

scheduled. Atty. Clark then summarized the library's various account balances.

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

Albright Building

Mechanical: The GPI report on the aging mechanical system is still pending.

Sewer: A scope is pending to clear the roof downspout connection to the existing storm sewer adjacent to the elevator.

Executive Office: Giant Floor provided sample tiles and quoted \$6,750 to remove the old carpeting and install new 24x24 carpet tiles. Mr. Thomas is also seeking quotes from two additional companies for the same materials.

Patio Repairs: The front terrace area is sinking. Masonry Preservation Services' \$13,600 repair proposal was accepted. Work began last Thursday and will require approximately four days to complete, pending weather.

Nancy Kay Holmes Branch Library *(The project is approaching its close-out.)*

ADA Ramp Landing Appeal: Mr. Thomas and Mr. Cowder attended a virtual hearing with the Pennsylvania Department of Labor and Industry Accessibility Advisory Board to appeal the decision regarding the bottom landing of the ADA ramp. The City Inspector has cited the ramp as not complying with the required slope of 1 inch for every 48 inches. Their appeal was denied. The proposed solution is to extend the handrail to the sidewalk. KR Construction will be responsible for this modification.

Fireplace: Tall Pine Farms was on-site but encountered issues replacing one of the blower fans and will return to resolve them. Although the fireplace is working, Mr. Cowder asked them to check the flame height, which isn't as high as in the showroom.

The Total Contract of KR Construction now totals \$567,405.22, including \$25,626.14 in Change Orders. 10% Retainage is currently at \$56,623.86. The Library will hold retainage until the project is complete, including completion of the fireplace, receiving the materials and warranty binder, and approval of the ramp landing appeal by the Pennsylvania Department of Labor and Industry Accessibility Advisory Board. The project is approximately 99% complete. KR has exceeded the November 14, 2024, contract deadline by nearly 90 days.

Silkman House

A walk-through meeting was held at the Silkman House last Tuesday, February 11th. Mr. Cowder presented an information packet of previous walk-through inspections and repair work conducted since 2019 and the anticipated costs to repair and upgrade the facility. The group, consisting of Facilities Committee members and several Board of Trustees members, discussed the cost of necessary repairs and upgrades that could cost upward of \$250,000. Possible approaches to disposing of the property and moving the 1,400 square feet of Technical Services to another location were also discussed. Mr. Davis proposed to schedule a meeting with the Lackawanna Heritage Valley Authority to discuss options and its potential for sale.

Public Relations Committee Report: Mr. Thomas reported that PR will focus on the Wilkes-Barre/Scranton Penguins hockey fundraiser scheduled for March 22, the special events planned for the Nancy Kay Holmes grand reopening on March 27, and National Library Week, April 6-12.

Strategic Planning Committee Report: Mr. McCabe reported that the Committee has prepared a draft that will be presented at March's Board meeting for review. An overview of the plan was given. The four primary goals of the plan are awareness, relevancy, delivering desirable spaces, and optimizing and finding additional revenue sources.

CEO Report (Includes Statistical, Fundraising, Special Projects, and Noteworthy Items)

Mr. Thomas shared the following reports-

Mini-Golf Fundraiser: The event was successful, netting \$5,448. Three local news stations attended to cover the event.

Swingin' on Vine Fundraiser: Initial planning has started, and the necessary licenses are being acquired. The event is set for Friday, May 23, the Friday before Memorial Day weekend.

Nancy Kay Holmes Branch Update: We are awaiting reimbursement funds from the Keystone grant. Overall, the project was \$32,000 over budget, but it evens out with 2024's budget surplus. Plans are underway for the grand reopening events on Thursday, March 27. The events include a story time with our mascot Cal, take-away gifts, and a formal dedication ceremony in the evening. Invitations are being complied.

Bookmobile Update: Due to be delivered in April. The vehicle's graphic wrap design is pending. A driver has been hired, and an alternate driver is being considered. The search for the vehicle's short-term storage continues. The possibility of parking at the Taylor Community Library or the North Pocono Public Library is being discussed.

Statistical: Mr. Thomas provided an overview of January's statistics and expects a significant increase in circulation once the Bookmobile arrives. While conventional circulation is declining, e-resource circulation continues to increase. Ms. Legate noted a discrepancy with the Hoopla budget and is working on rectifying it.

District Consultant Report: Ms. Legate provided an update on the events at a Susquehanna County library. She and Mr. Thomas met with their board to offer support and ensure the library continues to meet state standards. Ms. Legate also shared the article "Federal Funding Landscape at the Office of Commonwealth Libraries" to inform the board about the potential consequences of losing funding. The impact of such a loss would affect the state level.

New Business:

Americans with Disabilities Act Accommodation Policy: Mr. Thomas introduced a new accommodation policy in line with the Americans with Disabilities Act. The LCLS will cover expenses for any necessary service accommodation. The Legal Committee reviewed the policy and unanimously agreed to adopt it. **Action Item:** Dr. Mayers motioned to accept the policy as presented. Ms. Koons seconded, and the motion passed.

Lackawanna College Request: Lackawanna College requested permission to mount a security camera on the Dix Court side of the Albright. Mr. McCabe suggested mounting the camera on a bracket attached to the window frame rather than drilling into the building's stonework. Mr. Thomas will discuss the alternative with the college.

Old Business:

MOUS with LCLS for Contract Services: Mr. Thomas provided an update stating that two of the three MOUs have been revised. The IT MOU now places a stronger emphasis on cybersecurity. Additionally, the contract for Technical Services has been adjusted to include

payment for services rendered to the county libraries, rather than relying on District funding. The Legal Committee has reviewed the documents, and the next step will be to seek the LCLS Board's approval. The Bookmobile MOU includes a 2.5% administrative fee. **Action Item:** Dr. Mayers motioned to accept the MOUs as written. Mr. McCabe seconded, and the motion passed.

Friends of the Scranton Public Library Report: Ms. McGee reported that the next book sale at the Marketplace at Steamtown will take place from March 4 to March 8. They are looking for strong volunteers to help with the set-up on the Monday before the sale. Brianna Cimino, the new Circulation and Youth Services Manager, attended our board meeting to introduce herself and discuss the Sundays with Friends programs, which are scheduled for the entire year. Additionally, the Friends have launched a new fundraiser in collaboration with Cooper's Seafood House. They are selling vouchers for one quart of soup for \$15, which yields a profit of \$7. Patrons can redeem these vouchers at Cooper's anytime, and they do not expire. The vouchers will be available for purchase during the book sales and Sundays with Friends events and at all three SPL locations. The next bus trip to the Franklin Institute is scheduled for August 16.

Good and Welfare: Dr. Ginsberg shared a few jokes.

Adjourn: Mr. Garvey motioned to adjourn; Dr. Mayers seconded, and the motion passed. The meeting ended at 4:48 PM.

The next hybrid meeting will be held at the Albright Memorial Library on March 20, 2025, at 3:30 PM.

Respectfully Submitted,



Tim McCabe
Secretary