

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

March 20, 2025

The Board of Trustees of the Scranton Public Library met in person and virtually on Thursday, March 20, 2025, at the Albright Memorial Library. President Quinn called the meeting to order at 3:32 PM.

Present:

Ms. Sharon Quinn,
President

Ms. Karen Bazzarri,
Vice-President

Atty. Pat Clark
Treasurer

Mr. Tim McCabe,
Secretary

Dr. George Aulisio

Ms. Anita Cola

Mr. John Cowder

Ms. Mary Beth D'Andrea

Dr. Daniel Ginsberg

Mr. Jim Henkelman

Ms. Glynis Johns

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:

None

Absent:

Ms. Elizabeth Bohan

Ms. Daysi Carreto

Mr. William Davis

Mr. Joseph X. Garvey

Atty. Jaime Hailstone

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

Communications

Correspondence: None.

Public Comment: None.

Treasurer / Finance Committee Report: Atty. Clark reported that the budget, besides high utility bills, is on track. The first quarter will end next month, and the Committee will meet to discuss whether budget adjustments are needed. The Committee met with the Wells Fargo advisor. Attorney Clark provided an update on the meeting, explaining that underperforming funds have been shifted to better-performing options, although the overall investment mix remains unchanged. He also mentioned that the NKH Renovation Fund currently shows a deficit of \$173,000. Mr. Thomas is expecting a reimbursement of \$165,000 from the State.

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: Bill Keating inspected the roof downspout connection to the storm sewer near the elevator and found water pooling, indicating settlement and the need for line replacement to prevent backups. However, Mr. Thomas noted that the sewer repair cannot occur until the renovations at the Scranton Cultural Center are completed, which is expected by the end of the year.

Executive Office: Following two additional quotes from competing dealers, Mr. Thomas signed an agreement with Giant Floor on February 28 and is awaiting a delivery and installation date.

Patio Repairs: The work has been completed.

Nancy Kay Holmes Branch Library *(The project is essentially closed out.)*

Upgrade Renovations: Mr. Thomas is awaiting KR's records on prevailing wages. On March 17, Mr. Cowder certified payment number 8, and Mr. Thomas has applied for final State funds. The original contract sum was \$541,779.08, with a net change of \$25,626.14 from change orders, bringing the total to \$567,405.22.

Fireplace: Tall Pines Farm completed the fireplace installation last week, and IT has installed the TV above the fireplace.

Open House: An Open House is set for Thursday, March 27, featuring:

1. Storytime with Cal at 10:30 AM
2. Toddlers on the Move at 11:00 AM
3. Children's Craft Activities from 1:00 PM to 3:00 PM
4. Formal Donors Open House at 6:00 PM

We have sent 250 invitations to donors, board members, and local officials. Mr. Cowder expressed his gratitude to the Nancy Kay Holmes Steering Committee, especially Ms. Quinn. Without their tremendous efforts, this project would not have been possible. Ms. Quinn and the Board thanked Mr. Cowder for his time and expertise.

Silkman House

Mr. Thomas updated that Mr. Davis spoke to Commissioner Gaughan, who is open to the library using available space to relocate the Technical Services department. Mr. Thomas will look into that option further. The Lackawanna Heritage Valley Authority (LHVA) is not interested in obtaining ownership of the Silkman House. The Lackawanna River Conservation Association (LRCA) and the Scranton Redevelopment Authority (SRA) will be contacted to see if they are interested in the property.

Public Relations Committee Report: Mr. Thomas reported that PR will focus on Swingin' on Vine save-the-dates and National Library Week, April 6-12.

Strategic Planning Committee Report: Mr. McCabe prepared a presentation outlining the Committee's proposed Strategic Plan. This plan builds on the previous one and has four main goals:

1. Increased awareness, including enhanced promotion, increased partnerships, and sharing the library's successes to foster relationships with potential donors.
2. Ensuring relevancy by increasing partnerships with schools and organizations, reducing patron/staff language barriers with staff training, researching national library trends for new opportunities, and introducing new content, areas of focus/services, and skill sets.
3. Creating desirable spaces by exploring capital funding and working with the underserved community, providing suitability/utility of our present public spaces, and validating online functionality vs. peer libraries and potential improvements.
4. Optimizing and identifying additional revenue sources with retail and implementing a merchandise business plan, optimizing digital giving, cultivating donor relationships, and investigating education partnership grants.

Any further Board input should be submitted to Mr. Thomas by March 31. The Committee will present the final document for Board approval at next month's meeting.

CEO Report: Mr. Thomas reported that the Bookmobile will be stored behind the Taylor Community Center. An MOU is being prepared. The vehicle's graphic wrap is in the final design stages; delivery is scheduled for May 15.

District Consultant Report: Ms. Legate requested the Board's support in sharing the Pennsylvania Library Association's (PALA) annual funding request from PA legislators. Public libraries are asking for an increase of \$6.2 million in the public library subsidy, which currently is \$70.47 million. With more than 4 million library cardholders, the current funding is roughly \$17 per library cardholder. Additionally, Ms. Legate explained that President Trump's executive order aimed to eliminate the Institute of Museum and Library Services (IMLS) and its potential impact on public libraries. This federal funding decision will affect the Office of Commonwealth Libraries (OCL) and services such as Access PA and Power Library E-Resources.

New Business: None.

Old Business:

MOUS with LCLS for Contract Services: Mr. Thomas provided an update stating that the LCLS board has ratified the Bookmobile's MOU. All three MOUS with the System have been completed and will expire in 2026.

Friends of the Scranton Public Library Report: Ms. McGee reported the following updates-

Book Sale: The March book sale earned \$5,637, surpassing their averages for 2017-2024 and 2022-2024. A record was nearly set with \$1,372 in charges and recorded 80 patrons using credit cards, compared to our usual average in the 50s.

Daily averages included:

Tuesday:	\$2,805 (Average)	Friday:	\$909 (Higher than usual)
Wednesday:	\$751 (Lower than usual)	Saturday:	\$601 (Higher than usual)
Thursday:	\$570 (Lower than usual)		

They had a record 31 volunteers, making the setup the smoothest ever. Ten newcomers were among the 13 who helped. For pack-up, 16 of the 25 students who signed up showed up. Twelve individuals took free books, many of whom learned about the giveaway during the sale. Beneficiaries included two school districts—Abington Heights and North Pocono—and several nonprofits. The Dunmore PTA requested books for students unable to afford them and made a \$40 donation in gratitude. The upcoming 2025 sale dates are September 9-13 and December 2-6, with May, June, and July sales on May 17, June 21, and July 19 (rain dates the following Saturday). Sidewalk sales will occur on the third Saturday of those months. If it rains on May 17, the sale will be canceled.

Newsletter: The newsletter has been completed and will be sent to members soon.

Cooper's Soup Coupons: Sales are going well; they've distributed 15 to each library and sold 45 of the 55 kept, and they plan to replenish our supply soon.

Good and Welfare: None.

Adjourn: Dr. Ginsberg motioned to adjourn; Ms. Cola seconded, and the motion passed. The meeting ended at 4:50 PM.

The next hybrid meeting will be held at the Albright Memorial Library on April 17, 2025, at 3:30 PM.

Respectfully Submitted,



Tim McCabe
Secretary