

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

Thursday, November 20, 2025

The Board of Trustees of the Scranton Public Library met in person and virtually on Thursday, November 20, 2025, at the Albright Memorial Library. President 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. Daysi Carreto

Ms. Anita Cola

Mr. John Cowder

Ms. Mary Beth D'Andrea

Mr. William Davis

Ms. Channel Evans Kearse

Dr. Daniel Ginsberg

Atty. Jaime Hailstone

Mr. Jim Henkelman

Ms. Linda Koons

Atty. Brian Lenahan

Public Comment:

Absent:

Mr. Joseph X. Garvey

Dr. Kenneth Mayers

Mr. Keith Williams

Also:

Mr. Scott Thomas,
Chief Executive Officer

Ms. Michele Legate,
District Consultant

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

Ms. Jenny Shoener,
Assistant to the CEO

October Consent Agenda Items: Ms. Quinn asked if anyone had questions regarding the October Consent Agenda items. **Action Item:** Atty. Hailstone moved to accept the October Board Meeting Minutes, the Treasurer's Report, the Statistical Report, and the CEO Report. Ms. Koons seconded the motion, and it passed.

Communications

Correspondence: Mr. Thomas has received a formal resignation from Mr. Garvey, who will step down from the Board of Trustees effective December 31, 2025. Ms. Quinn, along with the Board and Mr. Thomas, praised Mr. Garvey for his years of dedicated service.

Public Comment: *None.*

Treasurer / Finance Committee Report: Atty. Clark reported the following updates-
Budget: Line item 10, Salaries and Wages, is above average due to an extra payroll period in

October. Overall, everything is on target. We are 83% through the year and 85% through our expense budget. Atty. Clark, Ms. Barrazzi, and Mr. Thomas will meet with the LCLS Board tomorrow to discuss the 2026 budget proposal.

District Library Center Budget: The long-delayed 2026 State budget has been approved, and further details will be discussed during the District Consultant's report.

SPL Capital Project List: The Facilities Committee provided a list of needs for each library. Mr. Cowder gave a review, and Mr. Thomas offered other potential items that need to be addressed.

Wells Fargo Investments and Assets: Investments were flat this month, while overall account balances increased slightly.

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

Albright Building

Mechanical: Larry Marchetti from Smith Miller Associates submitted a proposal for \$7,800 to be completed within 4 weeks of signing. Mr. Cowder asked Mr. Marchetti if he could also review the HVAC system at the Nancy Kay Holmes Branch during the analysis and provide a proposal for a similar assessment of that building. Larry stated that he could prepare a proposal for this additional work at no cost. For reference, the previous proposal from GPI Engineers was \$12,500. **Action Item:** The Facilities Committee motioned to accept Mr. Marchetti's proposal of \$7,800 for the HVAC analysis. Mr. McCabe seconded the motion, which the Board approved, and it passed.

Elevator: On Thursday, October 9, Otis Elevator conducted an annual maintenance inspection and reported that the elevator needs a new hydraulic valve, new hydraulic fluid, and repacking of the lift cylinder. They quoted \$19,000 for this work. Mr. Thomas has indicated that he has accepted this proposal, stating that the job qualifies as an emergency repair, which falls under capital improvements.

Children's Library

Lease Agreement: During Tuesday's Finance Committee Meeting, concerns were raised about the lack of a lease agreement between SPL and Lackawanna County for our operations at the Children's Library. The committee requested that Mr. Thomas develop a timetable to resolve this issue. Mr. Thomas has drafted a schedule, and the matter will be addressed early next year.

Exterior Repairs: D&M, the general contractor overseeing renovations to the Cultural Center, recently inspected the main entrance portico and discovered hidden structural issues. As a result, additional quotes are needed for the necessary repairs, including separate estimates for protective scaffolding. Mr. Thomas is obtaining three quotes to fix the front facade. This repair work will involve installing a temporary protective scaffold to ensure safe entry until the construction begins. For safety reasons, access is currently restricted to the rear entrance along Dix Court. Once the proposed costs are obtained, they will be discussed with the County Library System.

Nancy Kay Holmes Branch Library

Automatic Door: The door is operating.

Front Entrance Stairs: KR Construction was notified of the warranty repairs on September 24. Sam Backiewicz, the General Contractor, is coordinating a subcontractor for spalling repairs. Due to current temperatures below the 60 degrees Fahrenheit required for effective repairs, it is recommended that the work be deferred until spring. KR Construction will confirm an estimated start date for when conditions improve. After completion, KR Construction will offer a one-year warranty. Currently, the spalling is not considered hazardous.

Gutters: Repairs have been added to the Capital Project List.

Public Relations Committee Report: Mr. Davis reported the following updates-

New Committee Members: Ms. Cola and Ms. Evans Kearse have joined the Committee, and a meeting will be scheduled to discuss the 2026 PR plan.

The Bookmobile: Continues to be the primary focus.

Automatic Authors Program: A service that allows patrons to automatically place holds for new books by select authors once they are added to the catalog.

Mini Golf: The event is scheduled for February 1, 2026, from 12 PM - 3 PM with a snow date on February 22.

Annual Appeal: Letters will be mailed next week.

WVIA's Ken Burns' American Revolution Documentary Screening: The event was very well attended and deemed a success.

Barnes and Noble: For the store's grand opening in Dickson City, they are holding a Holiday Book Drive. For every children's book purchased between November 1 and December 15, they will donate one to a child in need with the help of the Scranton Public Library.

Fundraising Committee Report: Mr. Thomas shared the following report-

Reaper's Revenge: 35 General Admission tickets and 15 VIP tickets were sold through the library's website and social media. We will receive a \$185 check.

Mini-Golf: We have begun identifying potential sponsors for the event.

Annual Appeal: The letters are currently being prepared. We anticipate sending approximately 300 letters.

Governance Committee Report: Attorney Lenahan expressed gratitude to Mr. Garvey for his years of service and noted that his departure has created a vacancy on the Board. The Committee will be accepting applications to fill this position. Additionally, the Governance Committee presented the officer slate for 2026, which will be confirmed in the upcoming December meeting. The proposed slate is as follows:

President - Ms. Karen Bazzarri

Vice-President - Mr. Tim McCabe

Secretary - Ms. Anita Cola

Treasurer – Atty. Pat Clark

Atty. Lenahan also thanked Ms. Quinn for her service as President.

CEO Report: Mr. Thomas reported the following update-

Bookmobile: There is high demand for service at the area's schools. Accommodation is on a first-come, first-served basis. Short community stops are planned to fill any scheduling gaps.

Ms. Evans- Kearsse suggested adding a stop at the after-school program at Valley View Manor, and arrangements will be made for this. Further discussion followed.

Scranton School District: Members of the leadership team and Mr. Thomas met with Ann Grebeck and Maggie Murphy on November 13. Among the ideas discussed were EITC grants for class visits, having students make a video highlighting library service, and an exhibition of student artwork during First Friday. A contact sheet will be created so teachers and administrators can see the services the library provides to schools and who to contact.

District Consultant Report: Ms. Legate shared that the State budget has passed and that libraries received a 7% increase. She requested that the Board reach out to thank both local and state-level representatives. Statewide, non-profit libraries have been notified that they are no longer able to serve as passport acceptance facilities. The news raises concerns because the service's revenue accounts for a significant portion of the budgets of a few local municipalities. The Office of Commonwealth Libraries has completed the user manual for Trustees, and a copy will be emailed to each member.

New Business:

Estate of Karen Palumbo: Mr. Thomas shared that Ms. Palumbo was a former Board member who passed in 2019. In her estate, she bequeathed the Scranton Public Library \$10,000.

Action Item: The Board resolved to appoint Mr. Thomas to sign the receipt on behalf of the Scranton Public Library. Ms. Bazzarri motioned to approve the resolution; Ms. Koons seconded, and all were in favor.

2026 Holiday Schedule: The 2026 library closing schedule was presented to the Board for review. **Action Item:** Ms. Koons motioned to accept the 2026 schedule. Ms. Cola seconded, and the motion passed.

Health Insurance Change: Mr. Thomas reported that the preliminary quotes to renew the Geisinger PPO may increase by 13%, costing \$38,000. Switching to an HMO will keep costs steady, with no increase in deductibles or co-pay. The main difference is that the HMO will not cover out-of-network procedures unless it's an emergency. Currently, the PPO covers some non-emergency out-of-network services, but employees rarely use them. All doctors who are in-network with the Geisinger PPO will also remain in-network with the HMO plan. Major local providers, including Geisinger, Commonwealth Health, and Lehigh Valley, are also in-network. After discussing this with the Personnel Committee and Attorney Hinton to ensure compliance with the Collective Bargaining Agreement, Mr. Thomas signed the contract with Geisinger. Staff have been informed.

Old Business:

Tech Services Move: Mr. Thomas reported that the department is adjusting well and will assume responsibility for the Little Free Library at the Dunmore Community Center.

Fine Free: SPL will be going fine-free on January 7th. Other libraries have been invited to join us, and there has been some interest. There is also a chance that LCLS will encourage all member libraries to join.

Children's Library Entrance: Discussed during the Facilities Report.

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

Annual Donation: The group will match last year's record-setting donation by contributing \$25,000 to the library. An oversized check will be presented during the SPL Holiday Party. In addition, they have already donated \$1,000 for the Swingin' on Vine event and the Mini Golf Fundraiser. Additionally, they contributed \$100 for refreshments for the PALA conference, purchased a rug for the Children's Library, and bought several books in memory of various deceased family members of the Friends group.

Mini Golf: They are donating \$500 to be a sponsor for the 2026 Mini Golf Fundraiser and will decorate and man a hole.

2026 Elected Officers: The officer slate for 2026 was presented and is as follows:

President - Jill Cadden

Recording Secretary - Barb McGee

Vice President - Peter Tafuri

Advisor - Dr. Dan Ginsberg

Treasurer - Gail Rees

Corresponding Secretary - Pat Bisignani

Cooper's Soup Sale: The Cooper's Soup Fundraiser will continue throughout the winter season. Coupons are available at all library branches and at the book sale.

Book Sale: The next sale is Dec. 2-6 at the Marketplace at Steamtown.

Bus Trip: The next bus trip will be held on May 2. The destination is undetermined.

Good and Welfare: Ms. McGee provided details about the benefit for Jenny Shoener's husband, Matt, who is fighting esophageal cancer. The event will take place on Saturday, November 22, at the Germania Hose Company.

Adjourn: Ms. Bazzarri made a motion to adjourn; Ms. Cola seconded, and the motion passed. The meeting ended at 5:03 PM. The next hybrid meeting will be held at the Albright Memorial Library on December 18, 2025, at 3:30 PM.

Respectfully Submitted,



Tim McCabe

Secretary