

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

Thursday, September 18, 2025

The Board of Trustees of the Scranton Public Library met in person and virtually on Thursday, September 18, 2025, at the Albright Memorial Library. President Quinn called the meeting to order at 3:31 PM.

Present:

Ms. Sharon Quinn,
President

Atty. Pat Clark
Treasurer

Mr. Tim McCabe,
Secretary

Dr. George Aulisio

Ms. Anita Cola

Mr. John Cowder

Ms. Mary Beth D'Andrea

Mr. William Davis

Mr. Joseph X. Garvey

Mr. Jim Henkelman

Ms. Linda Koons

Ms. Channel Evans Kearse

Atty. Brian Lenahan

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. Jackie LaPolla,
Business Manager

Public Comment:

Ms. Joan Hodowanitz

Absent:

Ms. Karen Bazzarri,
Vice-President

Ms. Daysi Carreto

Dr. Daniel Ginsberg

Atty. Jaime Hailstone

Dr. Kenneth Mayers

August Consent Agenda Items: Ms. Quinn asked if anyone had questions regarding the August Consent Agenda items. Ms. Koons noted one change on the last page in the Good and Welfare section. The last sentence should state: "Ms. Koons shared that her friend's grandson has accepted a position at WBRE/WYOU." **Action Item:** Ms. Koons moved to accept the August Board Meeting Minutes (once the change is made), the Treasurer's Report, the Statistical Report, and the CEO Report. Mr. Davis seconded the motion, and it passed.

Communications

Correspondence: The library received a letter from Ms. Hodowanitz, thanking Mr. Jason Klus, a library employee, for the technology services he provides. Additionally, Ms. Hodowanitz generously contributed to the annual holiday party. Mr. Thomas and the Board expressed their gratitude.

Public Comment: Ms. Hodowanitz informed the Board that Ms. Lauren Cummings will not be on the ballot for the County Commissioner election. She also thanked the Friends of the

Scranton Public Library for all the hard work they do, especially during the last Friends' Book Sale.

Ms. Quinn introduced the two newly appointed board members: Ms. Channel Evans Kears and Mr. Keith Williams.

Treasurer / Finance Committee Report: Atty. Clark presented the August Treasurer's Report in the new format, which aligns with the financial statements and LCLS requirements. The Treasurer's Report now not only shows the year-to-date totals but also each monthly income and expenses to date. If anyone has suggestions or changes regarding the new format, Atty. Clark asked if the members would call or text him or Mr. Thomas. The new fiscal year started on July 1st for the DLC Budget. The DLC funding has not been released from the State yet, since the State does not have an approved budget. The Wells Fargo investments did well in August due to market increases. A discussion followed.

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

Albright Building

Mechanical: The mechanical engineer at GPI (Greenman-Pedersen, Inc.) who prepared the proposal has left the company. Mr. Cowder recommends that the library seek another proposal for the mechanical system analysis and invited an engineer from Smith Miller Engineering to provide a proposal. The engineer will do a walk-through and submit a proposal at no charge in the coming weeks.

Sewer: The sewer lines have been cleared and are now functioning properly.

Vine Street Commons: Nothing new to report.

Fence: The fence painting has been completed.

Nancy Kay Holmes Branch Library Upgrade Renovations

Automatic Door: Sterling Glass, the automatic door installer, inspected the door and determined that the problem was due to a timing issue. The door has been reprogrammed and is now working properly. They are under warranty for one year.

Fencing: Leadership Lackawanna did not approve the grant for the fencing. It was suggested that the library get a proposal to determine the actual cost of the fencing. A discussion followed.

Silkman House: The sale contract has been signed and completed with The Agency for Community Empowerment (ACE). The new location for the Tech Services Department will be located at the Dunmore Community Center. *More to follow in New Business.*

Public Relations Committee Report: Mr. Davis reported that the PR Committee met yesterday. The Bookmobile remains the primary focus at present. The cookbook is also still being worked on. A discussion followed on how to promote the library in various other ways besides regular advertising options.

Governance Committee Report: Atty. Lenahan reported that there were no new updates from the committee. He noted that Atty. Michael Dempsey, a member of the Dunmore Borough Council, is also a lawyer at Lenahan & Dempsey, the law firm where Atty. Lenahan works. Atty.

Lenahan will refrain from voting on the Lease Agreement concerning the Dunmore location for Tech Services due to a potential conflict of interest.

CEO Report: Mr. Thomas reported the following updates:

Bookmobile: The schedule is filling quickly, and we are currently looking into hiring a part-time driver and clerk. Currently, a maintenance employee is filling in as the backup driver. Ms. Hodowanitz suggested contacting COLTS regarding the part-time driver position.

Children's Library: Cracks were found in the masonry above the front entrance, and Ms. Longo was notified. Masonry Preservation will be contacted to address the issue. The windows are currently being repainted.

Constitution Day Program: The program, held on September 17th at Albright Memorial Library, was well-received, with over 45 people in attendance.

Keystone Grant Update: Mr. Lupico from the Office of Commonwealth Libraries visited the Nancy Kay Holmes Library to see the completed ADA renovations.

District Consultant Report: Ms. Legate presented a slide show that detailed the history, locations, libraries involved, employees, and services the District Library Centers provide—a discussion followed regarding the information Ms. Legate provided.

New Business:

Lease Agreement with Dunmore Borough: The Scranton Public Library will enter into a lease agreement with Dunmore Borough to rent space at the Dunmore Community Center. The Dunmore Borough Council will vote on this at its next meeting on October 13, 2025. Only Scranton Public Library staff can access the leased space. The legal committee has reviewed and approved the lease agreement. **Action Item:** Ms. Evans Kearse motioned to approve the lease agreement; Mr. McCabe seconded the motion. Atty. Lenahan abstained from voting, and all other members approved; the motion passed.

Old Business:

Silkman House: The building has been transferred from the Scranton Public Library Authority to The Agency for Community Empowerment.

Fundraising Committee: This committee was reestablished last year and is currently looking for board members to volunteer for the committee.

Strategic Plan Update: The Office of Commonwealth Libraries (OCL) is working to create a packaged report of the library's story for donors, funders, and partners.

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

Book Sale: The September Book Sale generated \$6,902 over the five days, with the first day's sales totaling \$3,583, both of which set records. Thirty-four people took advantage of their free book giveaway on the last day, which included teachers and even PTA parents from nine different school districts. McGee noted that three members of the Friends appeared on WBRE PA Live to promote the sale.

PaLA Conference Donation: The group voted to donate \$100 to the Pennsylvania Library Association (PaLA) to help defray the cost of the refreshments for their upcoming conference in October.

Boscov's Friends Helping Friends: 25% off coupons for the *Boscov's Friends Helping Friends* fundraising event will be sold at the Albright Library, the Children's Library, and the Nancy Kay Holmes Library for \$5. The event will be held on October 22 this year, and the group will be staffing a table at Boscov's.

Good and Welfare: Ms. McGee shared that Sandy, Dr. Ginsberg's wife, had fallen and broken her hip. After being hospitalized, she received rehabilitation care from Allied Services and is coming home today. Additionally, Dr. Ginsberg recently celebrated his 94th birthday and his 68th wedding anniversary with Sandy on the same day.

Adjourn: Ms. Koons made a motion to adjourn; Ms. Cola seconded, and the motion passed. The meeting ended at 5:13 PM.

The next hybrid meeting will be held at the Albright Memorial Library on October 16, 2025, at 3:30 PM.

Respectfully Submitted,



Tim McCabe
Secretary