

SCRANTON PUBLIC LIBRARY

MINUTES OF THE
BOARD OF TRUSTEES

October 20, 2022

The Board of Trustees of the Scranton Public Library meeting was virtually held on Thursday, October 20, 2022. The meeting was called to order at 3:31 p.m. by President Dr. Mayers.

Present:	Also:	Absent:
Dr. Kenneth Mayers, President	Mr. Scott Thomas, Chief Executive Officer	Mr. John Cowder
Ms. Sharon Quinn, Vice-President	Ms. Michele Legate, District Consultant	Atty. Jaime Hailstone
Ms. Karen Bazzarri, Secretary	Ms. Jenny Shoener, Assistant to the CEO	Mr. Jim Henkelman
Ms. Elizabeth Bohan		Ms. Glynis Johns
Ms. Mary Beth D'Andrea		
Mr. William Davis		
Dr. Daniel Ginsberg		
Ms. Linda Koons		
Atty. Brian Lenahan		
Mr. Tim McCabe		
Ms. Betsey Moylan		
Ms. Laurel Radzieski		
Rabbi Dovid Rosenberg		

Dr. Mayers asked if anyone had questions regarding the September Consent Agenda items. Atty. Lenahan motioned to accept the Minutes of the September meeting, the September Treasurer's Report, the September Statistics Report, and the CEO Report as printed. Dr. Ginsberg seconded, and the motion passed.

Communication and Public Comment

Correspondence:

Ms. Hodowanitz sent a letter to Mr. Thomas and the SPL board congratulating Ms. Legate on her PA Library Association 2022 Certificate of Merit for her outstanding contributions during the COVID-19 pandemic and the article written about her in the Scranton Times.

Consent Agenda Items

Treasurer's Report: Report was given during the Finance Report.

Statistical Report: Overall, electronic circulation, group visits, and programming numbers continue to rise.

CEO Report: Atty. Hinton gave his approval to move forward with the Cal mascot production. The Friends will pay for it.

To counter the decline of interest in DVDs, BluRays, and CDs, the library has started a "Library of Things" where patrons can use their library card to borrow items needed for a brief time. Examples include a tire inflator, a small toolkit, a basin wrench, a Cricut machine, a ukulele, binoculars, knitting looms, Wi-fi Hotspots, and more.

The Treasurer's and Finance Committee Reports were presented by Mr. Garvey. We are slightly ahead of budget. Expenditures are being closely monitored. PPE money will cover losses. The Finance Committee met with the LCLS board to discuss the 2023 preliminary budget. New developments, such as a lower increase in medical insurance than planned and possible additional funding, require further discussion with the LCLS board.

Investments are still on the decline. The Finance Committee has a meeting scheduled with the Wells Fargo advisor again to review investments. The board will be updated before November's board meeting.

The Facilities Committee Report was presented by Mr. Thomas on behalf of Mr. Cowder. Albright's roofing project is ready to go regarding contracts with the LSA grant. The bidding process will begin early in 2023. The water issue in the basement of the Albright continues to be remediated. A blockage in the dry wells has been ruled out, and a gutter has been repaired.

The Silkman House's repairs are being priced to bring the building up to standard. Leasing options are being explored. It was discovered that because the building is not open to the public, it is not required to be ADA-compliant.

The Fundraising Committee Report was presented by Ms. Quinn. The Nancy Kay Holmes Renovation campaign has received approximately \$152,000 in funds. The fundraising efforts are now in the second phase, and local businesses are being approached. Contact lists are being curated. Atty. Lenahan provided a list of lawyers in Lackawanna County so letters could be sent to them. Any other contact suggestions are appreciated. The committee will work with Marywood students to create unique \$100 memorial plaques. A discussion followed.

The Governance Committee Report was presented by Atty. Lenahan. There is still one open board position; the committee is looking for applicants.

A Personnel Committee meeting will be scheduled to prepare for 2023. The date is to be announced.

The Public Relations Committee Report was presented by Mr. Davis. Ms. Legate's article was great PR for the library. LCLS will be funding newspaper ads and upgrading to Library Aware for email blasts and PR content, and training for the platform is underway. Library Express's merchandise will see a push for the holiday season. Ms. Bazzarri suggested using easels to promote library services.

The Bookmobile Replacement Committee Report was presented by Ms. Bazzarri. The LCLS Board and Lackawanna County are still discussing the budget for the new vehicle. There have been no new updates from the County Commissioners office. The LCLS board will vote on the final budget in November. In-house outreach is being done to compensate for the Bookmobile's absence. An obituary of a local woman mentioned the Bookmobile and its impact on her life.

Ms. Quinn and Mr. Thomas gave the Nancy Kay Holmes Steering Committee Report during the Fundraising Report.

The District Consultant's Report was presented by Ms. Legate. She shared details on serving on the conference committee for the Pennsylvania Library Association conference. The theme this year was *Libraries, Keystones of our Communities*. The annual conference will be held biyearly on Capitol Hill in Harrisburg to have an Advocacy Day consistently. Representative Stan Saylor has been honored with the PA Library Association's President's Award.

New Business:

Mr. Thomas requested to hold a Christmas party on December 16 at Albright for the staff, the board of the SPL Trustees, and the Friends board. This party would require the early closing of the library. The board approved the party, and planning is to follow.

Plans for the allocation of State Aid for 2023 required a vote. Details were provided in the meeting packet. Ms. Koons made a motion to accept the plan as printed. Ms. Quinn seconded, and the motion passed.

Old Business:

Mr. Thomas gave an update on the proposed Public Comment policy, which the Legal Committee reviewed. The policy's agreement form and its requirements were shared and discussed. It was agreed upon to include, "Each speaker will be granted five minutes to speak, though this may be changed." Mr. McCabe made a motion to pass the policy as presented with the discussed inclusion. Ms. Bazzarri seconded, and the motion passed. Lackawanna College's proposal to Speck and Associates is similar to the library's, and so the City of Scranton is considering a trial of their proposal in the Spring. Details are not concrete. While this will not increase parking as our plan suggests, this trial would allow the library to survey patrons.

The Friends' Report was presented by Dr. Ginsberg. The Friends' annual donation for 2022 will be \$15,000, including \$2,000 for the Nancy Kay Holmes Renovations and \$3,0175 for the Cal mascot, bringing their grand total to \$20,075. The next book sale will be held at the Marketplace from November 29 through December 4, and their board welcomes a new member, Mary Ann Mauro.

A motion to adjourn the meeting was made by Ms. Quinn and seconded by Ms. Moylan; the meeting adjourned at 4:45 p.m. The next meeting is scheduled for November 17, 2022, at 3:30 p.m.

Respectfully Submitted,



Karen Bazzarri

Secretary