

**SCRANTON PUBLIC LIBRARY**  
**MINUTES OF THE BOARD OF TRUSTEES**

October 17, 2024

The Board of Trustees of the Scranton Public Library met in person and virtually on Thursday, October 17, 2024. Ms. Quinn called the meeting to order at 3:33 PM.

| <b>Present:</b>                              |   | <b>Public Comment:</b> |
|--|---|------------------------|
| Ms. Sharon Quinn,<br><i>President</i>        | Mr. William Davis   | Joan Hodowanitz        |
| Ms. Karen Bazzarri,<br><i>Vice-President</i> | Dr. Daniel Ginsberg   |                        |
| Mr. Joseph X. Garvey,<br><i>Treasurer</i>    | Atty. Jaime Hailstone   |                        |
| Mr. Tim McCabe,<br><i>Secretary</i>          | Mr. Jim Henkelman   | <b>Absent:</b>         |
| Elizabeth Bohan                              | Ms. Linda Koons   | Dr. George Aulizio     |
| Ms. Daysi Carreto                            | Atty. Brian Lenahan   | Ms. Glynis Johns       |
| Atty. Pat Clark                              |   | Dr. Kenneth Mayers     |
| Ms. Anita Cola                               |   |                        |
| Mr. John Cowder                              |   |                        |
| Ms. Mary Beth D'Andrea                       |   |                        |
| <b>Also:</b>                                 |   |                        |
|  | Mr. Scott Thomas,<br><i>Chief Executive Officer</i>                             |                        |
|  | Ms. Jenny Shoener,<br><i>Assistant to the CEO</i>                               |                        |
|  | Ms. Michele Legate,<br><i>District Consultant</i>                               |                        |
|  | Ms. Barbara McGee,<br><i>Friends of the<br/>Scranton Public Library Liaison</i> |                        |

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

**Communications**

**Correspondence:** Nothing to report this month.

**Public Comment:** Ms. Hodowanitz commended SPL reference librarian Martina Soden for her outstanding research in identifying Civil War veterans buried at Shady Lane Cemetery. She also noted that Shady Lane is seeking volunteers to help clean the cemetery. At the last Prison Board meeting, it was discussed that canteen funds would fund an Overdrive subscription instead of tax money. Library cards can be offered during out-processing.

**CEO Report:** Mr. Thomas shared that Scranton High School and West Scranton High School are scheduling school-wide assemblies where SPL staff can come and speak about library services. The Scranton School District scheduled class trips to the Children's Library for 3<sup>rd</sup> graders. The number of Outreach Book Collections sent to teachers has increased.

**Finance Committee Report:** Mr. Garvey summarized the library's account balances. Investment funds are in a good position and continue to improve. We are well within our loan accordance. The Committee has scheduled meetings with LCLS to discuss their plans for the 2025 budget.

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

#### **Albright Building**

**Mechanical:** On Wednesday, October 2, GPI Engineering inspected the existing conditions of the HVAC systems as a first step in preparing a report on the aging mechanical system and what may be required for its maintenance and upgrade.

**Sewer:** An issue remains at the exterior roof downspout near the elevator entrance, where water is backing up. The problem is believed to be at or near the downspout boot and the connection to the old sewer line. A scope will be scheduled to clear this connection before any other approach is suggested.

#### **Nancy Kay Holmes Branch Library**

**Basement Shoring:** Champion Builders is nearing completion of the Basement shoring near the first-floor Circulation Desk area. Joist sistering was completed yesterday, and concrete was poured for three additional column footers under the main central beam. Adjustable steel columns will be installed next week following the curing of the concrete footers.

#### **Upgrade Renovations:**

**Fireplace:** Installers discovered the existing chimney was angled and narrow, preventing the new gas fireplace insert from venting. Instead, installers will provide a power vent to the Basement through a basement window. Installation of the fireplace insert and venting began on Wednesday, and framing and unit installation are underway.

**Site Excavation:** The existing sidewalks and front steps have been demolished. Trenching for the electrical building floodlights is complete, and the site electrical conduit has been laid.

**Windows:** Replacement windows are being fabricated and are expected to begin installation toward the end of October.

**ADA Unisex Restroom:** Framing, drywalling, electrical, and plumbing are nearly complete in the Unisex Restroom, and wall tiling has begun.

**ADA Ramp:** The precast concrete ADA ramp and railings are in fabrication and are expected to be delivered in early November. KR will set and pour the concrete piers before the precast delivery later this month. Mr. Cowder has requested that GPI monitor the placement of the piers and necessary backfilling.

**ADA Entrance:** The ADA automatic door was ordered and is expected to be delivered in early November. Cutting for the new entrance has been delayed due to shoring problems before cutting. Mr. Cowder, the Project Architect, referred KR to Masonry Preservation Services (the contractors who completed the Albright Masonry Restoration work) to assist in placing the lintels

and perhaps cutting the opening through the existing stone masonry wall. MPS was on site this morning to inspect the site and prepare a proposal for KR to do the work.

**Furniture:** Ms. Shoener ordered some furniture items, including six mobile shelving units, under-counter files, and a mobile drop-box unit for the new Circulation Desk.

The total earned payments to KR Construction now total \$299,175.40, including \$13,864.59 in Change Orders for additional painting and window trim. 10% Retention is currently at \$33,241.73 and should shortly be reduced to 5% at 50% completion. The library will hold the Retention until the project is complete, which is approximately 50%.

**Silkman House:** Nothing to report this month.

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

**Reaper's Revenge:** We are partnering with Reaper's Revenge in Scott Township for the Halloween season. The library will receive \$2 for every regular admission and \$5 for VIP tickets whenever the purchaser uses a special QR Code available on the flyer.

**Annual Appeal:** The letters will be issued in November or December. A list of donors will be circulated, and Board members will be asked to recommend additions.

**Mini-Golf:** The event is scheduled for January 26, and a snow date is scheduled for February 2.

**Governance Committee Report:** Nothing to report this month.

**Public Relations Committee Report:** Mr. Davis shared that the QR code in Annual Appeal letters will make the donation process easier. Programming is now planned quarterly to extend advertising.

**Nancy Kay Holmes Steering Committee Report:** Mr. Thomas provided an update on the renovation project's current finances. All funds have been exhausted, and we await the remainder of the Keystone Grant reimbursement. Borrowing funds is being considered. A \$10,000 loss is projected. Following the renovation, there will be a soft opening. A grand reopening is scheduled for February. The final Heart to Art painting session is scheduled for next Wednesday at the Dunmore Y at 9 AM. The Eagle Scout bench for the branch has been delivered and is being held at the Albright until the renovations are completed. The Lackawanna County Federation of Democratic Women is working to donate a bench in honor of Ellen Casey.

**District Consultant Report:** Ms. Legate shared her experience at this year's PALA Conference and thanked the Board for supporting employee development. Several SPL employees attended the conference and enjoyed their experience. There will be a Zoom session to talk about Federated Systems. Ms. Legate invited the Board to attend. On November 14 at 1 PM, at the North Pocono Public Library, there will be a collaborative professional development workshop with the Pennsylvania Association for Nonprofit Organizations (PANO). The three-hour session will cost \$15 for PANO members and \$30 for non-members. Mr. Thomas will email the event details to the Board later this week.

#### **New Business:**

**SPL Holiday Party:** The party will be held on Friday, December 20, from 5 to 8 PM.

**Federated System Informational Session:** Ms. Legate and Mr. Thomas are preparing for this open session for all Board members. It will be held via Zoom on November 12 at 4 PM.

**Scranton Area Foundation Grant:** Mr. Thomas requested a resolution to apply for a \$20,000 Scranton Area Foundation grant. The grant would allow SPL to digitize the Abington Journal.

**Action Item:** Mr. Thomas motioned to pursue the grant for \$20,000. Ms. Koons accepted the motion, Mr. McCabe seconded, and the motion passed.

**Old Business:**

**Mobile Library:** The Memorandum of Understanding between LCLS and SPL for managing the Mobile Library and Outreach Services awaits review from the System. LCLS involvement is needed to schedule community visits. The vehicle's manufacturer anticipates delivery sometime in the spring.

**Friends of the Scranton Public Library Report:** Ms. McGee reported that the Sidewalk Book Sale in September generated \$1,681.76. Six adults and twenty-five students from Scranton High and West Scranton High assisted with the setup. Unfortunately, the University of Scranton students who signed up at their volunteer fair did not respond or attend, and there was no reply to the email sent by Lackawanna College to their students. Mr. Thomas will follow up with his contact at Lackawanna College. The next book sale is scheduled for December 3 to 7. In 2025, the five-day sales at the Marketplace will occur in March, September, and December. Additionally, three one-day sidewalk sales at Albright will be held on the third Saturday of May, June, and July. This change will reduce the cost of rent at the Marketplace (which is \$50 a day, totaling \$300 per sale) and enhance visibility at Albright. Dr. Ginsberg shared that the Friends group is preparing their upcoming newsletter and interviewing the next featured SPL staff member for this edition. He also mentioned that they are vetting nine potential locations for next year's bus trip.

**Good and Welfare:** Mr. Thomas announced that the University of Scranton's Weinberg Library has been awarded the Pennsylvania Library Association's "Library of the Year." He also shared that Dr. Aulizio, the library's dean, welcomed a new baby boy on October 5. Mr. Cowder noted that the City is reintroducing the Walkability Study, suggesting it might be an excellent opportunity to resubmit McCabe's proposals to the Mayor. Additionally, Mr. Henkelman mentioned that a time capsule was discovered during the renovation of the Montrose courthouse and recommended creating a time capsule for the Nancy Kay Holmes Branch.

**Adjourn:** Ms. Bazzari motioned to adjourn; Mr. Henkelman seconded, and the motion passed. The meeting ended at 4:38 PM.

**Ms. Quinn then called the meeting into Executive Session.**

The next hybrid meeting is scheduled for November 21, 2024, at 3:30 PM.

Respectfully Submitted,



Tim McCabe  
Secretary