

SCRANTON PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

December 18, 2024

The Board of Trustees of the Scranton Public Library met in person and virtually on Thursday, December 18, 2024, at the Nancy Kay Holmes Branch. Ms. Quinn called the meeting to order at 3:32 PM.

Present:

Ms. Sharon Quinn,
President

Ms. Karen Bazzarri,
Vice-President

Mr. Joseph X. Garvey,
Treasurer

Mr. Tim McCabe,
Secretary

Dr. George Aulisio

Ms. Elizabeth Bohan

Ms. Daysi Carreto

Atty. Pat Clark

Ms. Anita Cola

Mr. John Cowder

Dr. Daniel Ginsberg

Atty. Jaime Hailstone

Mr. Jim Henkelman

Ms. Linda Koons

Also:

Mr. Scott Thomas,
Chief Executive Officer

Ms. Jenny Shoener,
Assistant to the CEO

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

Public Comment:

Joan Hodowanitz

Absent:

Ms. Mary Beth D'Andrea

Mr. William Davis

Ms. Glynis Johns

Atty. Brian Lenahan

Dr. Kenneth Mayers

Ms. Michele Legate,
District Consultant

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

Communications

Correspondence: None.

Public Comment: Ms. Hodowanitz noted the passing of Mr. Jay P. O'Malley. Mr. O'Malley was heavily involved with many organizations in our community and served as a member of the Board of Trustees in the 1980s. She also shared her thoughts on the success of the last Book Sale and the goodwill it brings.

Treasurer / Finance Committee Report: Mr. Garvey summarized the library's various account balances and the year-to-date budget and noted that third-quarter payments from the County have been received. The LCLS Board announced at its December 9 meeting that libraries will receive a 2% increase in allocation. A meeting with the library's Wells Fargo investment advisor

will be scheduled at the beginning of the new year. This was Mr. Garvey's final report after ten years as treasurer. The Board commended Mr. Garvey for his service.

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: A scope is pending to clear the roof downspout connection to the existing storm sewer adjacent to the elevator.

Executive Office: Mr. Cowder will assist Mr. Thomas with selecting replacement carpeting for his office after the holiday season.

Patio Repairs: The front patio area is sinking. Masonry Preservation Services has been contacted to do the repairs and will submit a proposal.

Nancy Kay Holmes Branch Library

Basement Shoring: Nothing new to report.

Upgrade Renovations: *There has been substantial progress in the last month.*

Interior: Library staff are now on board and are arranging furniture, books, and equipment.

Circulation Desk: IT has completed computer data connections to the stations.

Fireplace: The sheet metal surround is being fabricated and should be completed by the end of December. This will complete their work after logs and testing are done. Power and gas lines are installed and ready for use.

Site Work: The handicap parking ramp has been reconstructed to comply with the City Inspector's report.

Windows: Following a leak problem, an east basement window has been resealed.

ADA Unisex Restroom: The ADA-compliant restroom door is pending installation.

ADA Entrance: The automatic door has been installed, and the air curtain is in and running. Some additional trimming of the opening remains to be done.

Front Entrance Steps: The architect and Mr. Thomas rejected the repairs and refinishing. Mr. Cowder has indicated the proper approach to the project manager for completion. These repairs can only be completed when outdoor temperatures exceed 50 degrees.

Furniture: the six mobile shelving units have been received and assembled, under-counter files are in place, and we are awaiting a mobile drop-box unit for the new Circulation Desk.

City Inspection: The mechanical, electrical, and plumbing inspections have passed. Building inspection requires the installation of an automatic door and restroom door, and there are issues with some ADA handrails and ramp landings. Mr. Cowder will appeal to NEIC and the City following the completion of the door installations. KR Construction's work now totals \$566,235.67, including \$24,456.59 in change orders. The last payment due is \$67,545.73 and will be held until all work is substantially complete, as will the retainage. The 10% retainage is currently \$54,337.42. The library will hold retainage until the project is totally complete. The project is approximately 96% complete. KR has exceeded the contract deadline of November 14, 2024, and completion is not expected until the end of December.

Silkman House: A Facilities Committee walk-through will be scheduled sometime in January. Mr. Cowder will give an overview of the report from Masonry Preservation Services (MPS).

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

Annual Appeal: Letters have been mailed, and we have raised \$4,344 from 31 donors so far.

Mini-Golf: The event is scheduled for February 2, and a snow date is scheduled for February 16. Tickets go on sale January 2. The community has begun donating raffle baskets for the event, and sponsorship solicitation has also started.

Books and Bubbly: The proposed fall fundraiser could revive "Books & Bubbly, " which was established in the early 2000s. A timeline is being developed, followed by a conceptual outline.

Public Relations Committee Report: On behalf of Mr. Davis, Mr. Thomas shared that January's PR will focus on Family Mini Golf. A soft opening for the Nancy Kay Holmes Branch will be scheduled after Martin Luther King Day. The Times is writing a story about the library's Home Delivery Service and another about blended families, featuring photos of books from the Children's Library collection.

Nancy Kay Holmes Steering Committee Report: Mr. Thomas updated on the renovation project's current finances. All funds have been exhausted, and there is a \$24,000 shortfall due to unforeseen expenses. A soft opening will be in early January. Now that additional repairs depend on warmer weather, a grand reopening in February is unlikely. Regardless of the date, the event will be planned for a weekday evening. David and Ann Hawk, the foundations who donated, those involved in the renovation, and the public will be invited.

Strategic Planning Committee Report: Mr. Thomas reported that the next Strategic Plan meeting is scheduled for January 8. A rough draft will be written and discussed. Mr. Davis has been added to the Committee.

Governance Committee Report: Ms. Koons provided the Governance Committee recommendations for the 2024 officer slate. Officers will be confirmed during the Annual Meeting. Their recommendations are as follows:

President - Ms. Sharon Quinn

Vice-President - Ms. Karen Bazzarri,

Secretary - Mr. Tim McCabe

Treasurer – Atty. Pat Clark

CEO and Statistical Report: Mr. Thomas reported that the library's connection with the Scranton School District is going well. Scranton, Abington, and Valley libraries will receive funds from the County to purchase one hundred laptops for patrons to borrow with their library cards. Policies for the laptops will be discussed after IT configures them for circulation. Safety software and procedures are being researched. A discussion followed. Mr. Thomas and Ms. Legate received a grant from the Scranton Area Foundation to train staff in basic Spanish communication skills and what tools to use. They are actively searching for a consultant. Ms. Carreto shared that she would contact the University of Scranton's World Languages Department faculty at the University of Scranton. The plan to close a portion of Vine Street to vehicular traffic was further discussed with the Cultural Center and Lackawanna College. The Cultural Center has reservations but is interested in seeing the project details. Lackawanna College is very interested but uncertain how they will commit resources to the project. Atty. Clark mentioned that he met with Mayor Cagnetti. The City tentatively supports the plan and is optimistic about the project. He outlined the factors the City must consider if they decide to move forward. They did not have a timeline or further details but will be in touch.

New Business: Nothing to report.

Old Business:

Mobile Library: LCLS approved SPL's requested budget. Service will tentatively begin in the spring. Member libraries will be asked to offer visit suggestions. Ms. Bazzarri recommended looking at successful visits to past locations. Christina Thomas, Tricia Cruise, and the design consultant will accompany LCLS to the inspection. SPL will operate and hold the title to the vehicle.

Collective Bargaining Agreement SEIU: The library's SEIU contract has been approved and is in the final stages of completion.

MOUS with LCLS for Contract Services: Mr. Thomas updated that the System countered with changes to the three agreements. Mr. Thomas is hopeful they will be finalized in January for the Board's vote.

Holiday Party: The party will be held at the Albright on Friday, December 20, at 5 PM.

Friends of the Scranton Public Library Report: Ms. McGee reported that the Friends made \$4,630 at the December book sale, a little lower than their 2024 average of \$5,274. They had nineteen teachers, four college students, and six non-profits who came on the last day to take free books. The appreciative participants noted they heard about the giveaway through Facebook. On a final note, they thanked the library for their holiday party invitation and are delighted to provide the desserts for the event.

Good and Welfare: Dr. Ginsberg shared a satirical Hanukkah poem, "Twas the Night Before Christmas, and We Being Jews."

The Board broke into Executive Session at 4:35 PM and then reconvened.

Adjourn: Mr. Garvey motioned to adjourn; Ms. Bazzarri seconded, and the motion passed. The meeting ended at 4:57 PM.

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

Respectfully Submitted,



Tim McCabe
Secretary