

**Skaneateles Library Association
Board of Directors' Regular Meeting
Tuesday March 13, 2018**

Present: David Graham, Vice President; Andrew Hagen, Treasurer; Danette Davis, Secretary; Karen Bedard; Mike Cirincione; Susanne Guske; David Hempson; Amanda Latreille; David Lee; Bob Lotkowitz; Nickie Marquis, Library Director.

Absent: Scott Elia, President; Paula Conan; Todd Marshall; Laurie Spencer; Peg Whitehouse;

Vice President Graham called the meeting to order at 6:36 PM. He welcomed everyone and introductions were made of all new and returning board members as well as the library director.

Approval of the January 25, 2018 Regular Meeting Minutes:

Vice President Graham made a motion to approve the minutes. Treasurer Hagen seconded the motion. The minutes were approved unanimously.

Approval of the January 25, 2018 Annual Meeting Minutes:

Treasurer Hagen made a motion to approve the minutes. Trustee Hempson seconded the motion. The minutes were approved unanimously.

Approval of the January 25, 2018 JD Barrow Gallery Annual Meeting Minutes:

Trustee Hempson made a motion to approve the minutes. Trustee Bedard seconded the motion. The minutes were approved unanimously.

Public Comment period: There were two members of the public present. There were no comments at this time.

Vice President Graham gave an update on Trustee Whitehouse's husband, Doug, who is in stable condition at Strong Memorial in Rochester, NY. He faces a very long healing and recovery process. Vice President Graham expressed the Board's prayers and wishes for the Whitehouses.

Election of Trustees:

Vice President Graham read the following statement:

In accordance with Article IV, Section 2, the Board of Trustees shall hold its Organizational Meeting in March following the election in February of Trustees. At that meeting the Board will appoint any newly-elected Trustees, elect Officers and fix its schedule for the coming year. The terms of office for Officers will expire at the next Organizational Meeting.

Vice President Graham asked for a motion to appoint the following newly elected Trustees:

David Hempson – One year term and end one year hence

Following Trustee terms shall be for three years. Trustee terms of office will begin on the date of the Organizational Meeting and end three years hence:

Karen Morrissey Bedard

Danette Davis

Susanne Guske

Andrew Hagen

Amanda Latreille

A motion was made by Trustee Hempson to appoint the newly-elected Trustees as presented. The motion was seconded by Trustee Lotkowitz. The motion passed unanimously.

Election of Officers:

Vice President Graham presented the following slate of officers:

Danette Davis, President

David Graham, Vice President

Laurie Spencer, Secretary

Andrew Hagen, Treasurer

Vice President Graham asked for a motion to elect this slate. Trustee Hempson made a motion. The motion was seconded by Trustee Lotkowitz. The motion passed unanimously with the slate of officers being duly elected.

Vice President Graham thanked everyone and expressed best wishes to the new Trustees and Officers.

Vice President Graham praised Scott Elia for his years of service as President of the Library Board. His dedication to moving the library ahead and the long hours he has devoted to meetings and committee work resulted in many significant accomplishments which have positioned the library for the future:

- Mission and Vision process
- Expansion planning for the existing building
- Public tax funding initiative which resulted in sustainable operational funding
- Project Bookends – President Elia led the spirited pursuit of this opportunity for 2 ½ years

Trustee Cirincione added that President Elia also spearheaded the search for a new Library Director six years ago when we hired Director Marquis.

Vice President Graham expressed gratitude that Scott Elia will be continuing his service on the Library Board.

2018 SLA Board Meeting dates: The list of meeting dates was distributed.

Conflict of Interest documents for 2018: These forms were handed out for trustees to complete and sign. They should be given to Library Director Marquis.

Report by Barrow Gallery Director: There was no report as Gallery Director Regina Middleton was not able to be present at the meeting. A full report will be presented at the April meeting.

Library Director Report: The Director's report had been emailed previously and print copies were distributed. Director Marquis stated that the OCPL delivery, which has been very slow due to the county funding situation, has been improving.

Director Marquis gave a report on the recent **National Theater Live** performance of "Cat on a Hot Tin Roof" which was shown on Saturday March 10 at Waterman School. There were 24 people in attendance. The rear projection equipment and screen (as well as a second screen used for movies at the library) were purchased with funds from the Allyn Foundation.

Director Marquis printed programs for the performance and provided a concession stand for Intermission. She will be donating the concession proceeds to Waterman School. Half of the ticket proceeds go to National Theater Live (one half of the proceeds = \$162.50). There are also fees for the online ticket distributor. The library made \$91.64 after expenses. However, staff time must be taken into consideration as it took four staff members and two volunteers 7 hours to transport, set up, run the equipment, then pack it all up and transport it back to the library. Director Marquis felt it was worthwhile and attendance should increase as more people learn about the shows.

The next National Theater Live performance will be "Peter Pan" at 2 PM on May 19th at Waterman School.

Treasurer Financial Report: Treasurer Hagen presented the financials. Vice President Graham asked about having the investment firm give a report to the board. Treasurer Hagen responded that his priority would be a report from the accounting firm, Buffington & Hoatland, before a meeting with the investment firm. He will contact the accounting firm.

Trustee Bedard asked about the "Innovation" line on the budget. Director Marquis explained that this is for new programs or collections that we want to offer but that were not budgeted for. This has included such things as the Discovery Backpacks, Book Club packs, Hotspots, etc.

Trustee Hempson asked about the tax funding time table. It was explained that the tax funds are split over a few checks and that they have come near the start of the fiscal year as the school district collects the funds.

Library Strategic Initiatives:

Communications: Director Marquis reported that she has monthly phone meetings with Strategic Communications to discuss PR. Vice President Graham asked about the library website. Director Marquis explained that Assistant Director Deanna King does most of the website updating, but we do want to have the website professionally redesigned in the near future.

Location Search: Secretary Davis and Director Marquis reported on the work of the committee. A list of specific criteria have been compiled to evaluate each potential site including the existing building. Some sites have been eliminated already as too small or not

feasible for other reasons. The committee is working to narrow down possibilities within the next month or two.

Existing Building Expansion: Revision of plans for the existing building is ongoing with architect Paul Mays. Trustee Hempson asked about funding. Director Marquis responded that any building project will require a capital campaign. There are also small amounts of library grant funding available. Trustee Guske asked about bonding. Director Marquis explained that we are not able to bond. However, the Marcellus Library, also an association library, had their municipality bond for them when they built their library. We have not looked into this option.

Village Bays: Trustee Lee reported that a plan with minimal construction for book collection and sorting has been presented to the Village. The building inspector felt the plan was acceptable. The Mayor has broader visions for the library using the space in the bays. Trustee Lee had explained that at this time we cannot do major construction work at the Village Bays. The plan will go before the Village Board March 22. The plan consists of a drop-off room for book donations at the back. Trustee Lee is looking into shelving options for sorting and storing books for the book sale.

Public comment period: Members of the public expressed their ongoing interest in the plans for the future of the library. Treasurer Hagen stated that the estimated cost of renovating the existing building had been \$5-6 million a few years ago when we started looking into the project, but the cost today is probably closer to \$8 million. Any building project will require a capital campaign as none of our tax funding, which is for operational expenses, may be used for a building project.

Members of the public feel that valuable information was gathered from the public sessions during Project Bookends and that this information can be incorporated into future plans. It is important to outline all steps along the way to keep the public informed.

Compliments were given to Director Marquis and to Assistant Director King for the many excellent programs which are being held at the library.

Trustee Guske asked Vice President Graham about different committees which new board members may be interested in serving on.

Vice President Graham adjourned the meeting at 8:05 PM.

Next Meeting: Tuesday April 10, 2018 at 6:30 PM

Respectfully submitted,

Danette Davis, Secretary