

**Skaneateles Library Association
Board of Director's Meeting Minutes
Tuesday, August 13th, 2019**

Present: President Dave Hempson, Vice President Susanne Guske, Treasurer Andrew Hagen, Trustees Scott Elia, Manny Arroyo, Danette Davis, Dave Lee, Karen Morrissey Bedard, Larry Palmieri and Amy Roller, Library Director Nickie Marquis and Assistant Library Director Deanna King.

Absent: Bob Lotkowitz, Trustees Paula Conan, Amanda Latreille, Todd Marshall and Laurie Spencer.

Meeting was called to order at 6:30 pm by President Dave Hempson.

Public comment:

Community member, Carol Young, pointed out that the library is the one building in the village that is for residents instead of tourists and asked what the Board is doing to advance the decision-making process. Dave H. gave an overview of all of the education and due diligence the Board has been undertaking to enable Trustees to thoughtfully make their decisions with the long-term future of the library and its role in the community at the forefront.

Approval of June 11th, 2019 Regular Meeting Minutes: Minutes are approved with no changes.

Presidents' Report:

- A. **BOD communications:** President Dave Hempson invited all Board members to freely and openly express their concerns, questions, and opinions in all meetings. He said that he would like everyone to feel comfortable in this setting.
- B. **Upcoming decision preparation:** Documents passed out to Trustees at meeting to help prepare for Sept. 10th vote on building retention; no questions were asked.
- C. **Committee Assignments update:** Dave H. mentioned that we will need a Fundraising committee to be formed as we go forward into renovation or building new; other committees are always looking for more help and Dave encouraged Trustees to review the list of committees and consider joining.

Library Director's Report:

Nickie emailed her report on Friday for trustees to review. Nickie also announced that Jackie and Steve Miron have made a generous donation to the Library: Total \$2,520 (including a Cricut machine for crafting; 12 Launchpad tablets for various age groups and 15 Wonderbooks that can be signed out).

Deanna did a quick demo of **Creativebug**, a new online video collection offering crafting classes and tutorials. Skaneateles Library is first in OCPL network to get this. Can use for FREE by logging in with your Skaneateles Library card number and have unlimited access to content. Deanna described it as a cross between Pinterest and Youtube. Tutorials are all done by professionals. Mostly geared toward Teens and Adults, but some kid-friendly content.

Susanne announced that Kanopy now offers The Great Courses – unlimited access.

Treasurer's Report

- A. **Vote on NTB Investment recommendation:** Andrew sent pre-reading to Trustees in advance of today's meeting and solicited questions.

Motion to accept recommendation: Larry; Seconded by: Scott; All voted in favor.

- B. **2020 Budget – preliminary review (prep for vote Sept. 10th):** Nickie walked the Board through a summary of Library Operating Income and Operating Expenses. Andrew thanked Nickie for her work in getting this documentation out to Trustees a month in advance of vote and thanked the Finance committee, especially Susanne, for the hard work on the budget. Scott proposed that we consider asking for a cost-of-living increase in the tax levy.

Dave H. walked board members through a summary of annual costs and a draft revenue model to keep the current Library building; informed trustees that the Chamber of Commerce would like to move into our building were we to move the library to a new site; talked with the Creamery about their desire to have a small footprint in the current library building to sell gifts; potential for used book sales to feed a year-round fundraising effort. There are other possible space allocation to other organizations in the community who have expressed interest; also opportunity for the Barrow Gallery to expand their footprint and be a featured tenant, positioning the Barrow for growth.

David Lee raised the issue that he thinks this appears to be a short-term scenario considering the age of the building and asked that we project capital investments as well as carrying costs.

Scott asked if we had looked at a 10-year projection.

Susanne agreed with David L. that looking at the projected maintenance investments over the coming years was an open and necessary action.

Dave H. said that tenants would be responsible for upgrades beyond the larger capital improvements that would need to be made through the use of grants. Things like HVAC, roof, etc. are long-term considerations.

Nickie said that these improvements will continue to be investigated and evaluated over the coming 1-3 years. The list we looked at a few months ago that assessed the building maintenance that would need to be done regardless of our final decision.

Nickie agreed that we should play out the projected improvements over the next several years. Accessibility will be covered in grant money; repairs cannot be covered by grants.

Next step is for the Finance committee to meet with David Lee to lay out potential needs and costs.

Manny asked to better understand the process by which the Board will make our big decisions:
1. Whether to retain the current building (regardless of whether we vote to renovate or build new). 2. Whether to renovate or build new. Dave H., Susanne, and Nickie explained that the

small group sessions, which Manny was unable to attend, helped to crystallize the options and ways to think about the decisions. Manny expressed concern about the way we're posing the questions to Board members and ultimately the community.

There was lively group discussion around the idea of how we're presenting the decisions to the Board for the vote as well as to the community. Manny is reluctant to make the decision about building new in the abstract versus "all-things-considered" options. It was noted that the purpose of the small group education sessions has been to inform, discuss and also to determine what information needs trustees still had beyond the alternative details shared to date. Dave H. explained the position of why it has been proposed in this way, in order to remove some angst from the biggest decision of renovation or build new.

Long Range Planning

Dave H. gave an overview of the Skaneateles Library Strategic Plan 2020-2025 and encouraged trustees to read through over the course of the next few weeks and reach out with questions in advance of a planned vote at our September 10th Board meeting.

Scott asked Nickie if she feels if this is ambitious, not ambitious enough, or on track. Nickie said it is on track and doable. Nickie reiterated that this is a document meant for planning over the next 5 years, but will revisit annually to assess if we're on track and adjust accordingly.

Building and Grounds Committee

Nickie announced that NYS has fully funded construction grants at over \$1 Million for OCPL and that some libraries have pulled out of applying for grants. Nickie is optimistic that we will get 75% of what we're asking for. Deadlines have been pushed out, which gives us more time to apply. For the original project that we planned to submit, we are at a \$122K budget, and the hope is that we would be funded for about \$90K of it.

Communications Committee

Susanne gave a summary of recent education and highlighted the number 1 takeaway was that people appreciated pictures; called out a quote by a trustee 'It was helpful to visualize how we could love a new building as much as we love this building.'" The 2nd key takeaway was the impact of seeing the service area map and the data related to it.

She also announced the next phase of board training that will be led by StratComm to help Board members better communicate and manage any community feedback they may face on their personal time, in their personal lives.

Nickie will send out a doodle poll for the training to determine the best date for all: Sept. 22 @ 2:30-4:00 p.m. Sept. 23 @ 6:30-8 p.m.

Please indicate if you are available for both – the goal is to have one training session if possible.

Book Sale Results

Dave H. told the group that Mary Giroux sent a letter to the paper thanking all for their support of the Book Sale.

Nickie announced that we had record-breaking results again this year.

Barrow Gallery Update

Dave H. attended a recent Barrow Management Committee meeting and clarified the Library Board's role as it pertains to the Barrow. He stressed that we need to place more focus on our Barrow responsibilities over the coming year. Mark your calendars for 8/27 -- Board of Directors meeting.

Quarterly meetings will be held instead of adding Barrow updates during Library Board meetings so that we focus appropriate attention on those specific duties and fiduciary responsibilities. Next Barrow BOD meeting after the 8/27 meeting will be November 21st @ 6:30 in Library Hall.

Meeting was adjourned at 8:06 p.m.