

**Skaneateles Library Association  
Board of Trustees Meeting  
September 10, 2019**

**Present:**

President Dave Hempson, Vice President Susanne Guske, Treasurer Andrew Hagen, Secretary Bob Lotkowitz, Trustees Paula Conan, Scott Elia, Danette Davis, Karen Morrissey Bedard, Larry Palmieri, Amanda Latreille, Todd Marshall, Amy Roller, and Laurie Spencer. The Library Director Nickie Marquis was in attendance.

**Absent:**

Trustees Manny Arroyo and Dave Lee

**General:**

The meeting was called to order at 6:30 p.m. by President Hempson.

There were no corrections or objections and the August 13, 2019 Meeting Minutes were approved.

**President's Report:**

President Hempson reviewed the Mission and Vision of the Library that serves a community of over 9000. He met with past Presidents to discuss the expansion of the Library. Also, he said we have several decisions tonight including what will be done with the existing building and the approval of the Long Range Plan. It is his goal to determine by the end of December whether the Library will renovate the existing location or relocate to another site. President Hempson also said the Nominating Committee met yesterday. They need community participation and will make recommendations for the December meeting.

**Director's Report:**

Director Marquis provided an overview of August and year to date activities and statistics. She mentioned the downloadable stats were an estimate from last year due to IT issues with OCPL system. The OCPL has not fully recovered from the ransomware attack on July 12, 2019. Our internet provider will update the Library's firewall to be sure will have the latest protection.

**Treasurer's Report:**

Treasurer Hagan reviewed the balance sheet and monthly report. At this time, the Library has received all of its income for the year (100%) and expenses are on target at 96%. Treasurer Hagan reviewed the budget presented at the last meeting and requested approval of the budget by the Board. A motion was made to approve the Budget by Treasurer Hagan and seconded by Trustee Elia. All approved with one abstention by Trustee Conan.

### **Long Range Planning Committee**

Vice President Guske gave an overview of the recently illustrated and formatted Long Range Planning document the committee developed. The plan has not changed from the last meeting. The plan highlights the actions the board must take to achieve the 5 primary goals of the plan. There was discussion and a motion made by Vice President Guske to accept the plan as written. The motion was seconded by Treasurer Hagan and unanimously approved by the Board.

### **Barrow Update:**

Trustee Conan gave an update of the management committee for the Barrow. The Barrow is going to send out letters requesting financial support from the community. She asked for help stuffing letters. The next Barrow board meeting is November 21<sup>st</sup> @ 6:30 p.m. in Library Hall.

### **Retention of the Library Building:**

President Hempson reviewed the handout "Skaneateles Library/Barrow Gallery Analysis for Building Retention." The document outlines the logic to retain ownership of the building regardless of the future decision of the Library either to remain in place or relocate. The motion to retain the building as written in the document was made by President Hempson and seconded by Trustee Conan. There was discussion with each Trustee giving their comments on the motion. The motion was approved unanimously.

### **Building and Grounds:**

Director Marquis updated the Board on the grant application process. She said the projects for the Library were reviewed at the last Board meeting. The grant application for cost match for these projects is due on Monday. The projected match this year is 75% but could be as low as 50%. The total cost for the projects being submitted by the Library is approximately \$150,000. President Hempson made a motion to accept the project list and submit the application to the OCPL. The motion was seconded by Trustee Hagan. The board approved unanimously with one abstention by Trustee Conan. Director Marquis mentioned the Library could pull out of the process if the award is not appropriate.

### **Communications Committee:**

Trustee Bedard said there training setup for the Board on September 23 @ 6:30 p.m. by Strategic Communications. The session will help Board members become well versed on the issues and the strategies when in challenging conversations. Trustee Bedard referred to the handout that described the training the Board will receive.

### **Public Comment:**

There were several comments by the public and other discussion. The meeting was adjourned at 7:43 p.m.

**Next Meeting: Tuesday, October 8<sup>th</sup>, 2019 at 6:30 p.m.**

Submitted by: Bob Lotkowicz, Secretary