

MEETING MINUTES
Skaneateles Library Association
Board of Trustees Meeting
October 8, 2019

Present:

President Dave Hempson, Vice President Susanne Guske, Treasurer Andrew Hagen, Secretary Bob Lotkowitz, Trustees Manny Arroyo, Paula Conan, Scott Elia, Karen Morrissey Bedard, Larry Palmieri, Amanda Latreille, Dave Lee, Todd Marshall, Amy Rolleri, and Laurie Spencer. The Library Director Nickie Marquis and Assistant Library Director Deanna King were in attendance.

Absent:

Trustee Danette Davis

General:

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

There was one correction to the draft minutes of the Board's September 10th meeting - Treasurer Andrew Hagen was in attendance. There were no other corrections or objections and the September 10, 2019 Meeting Minutes were approved.

Public Comment:

There were several comments by the public and other discussion.

President's Report:

President Hempson referred to his handout titled "Skaneateles Library Association Decision Making and Next Steps." He reviewed what is going to take place at each board meeting over the next three months to ultimately arrive at a "renovation vs new construction" decision in December. He also mentioned that later in the meeting the board will be reviewing a matrix that shows the side by side comparison of how each need is met depending on the option – renovation or new construction. He emphasized that it is his goal to make a decision in December. There was also a discussion about expanding the size of the board given all the work that needs to be done in the coming months for the building project.

Director's Report:

Director Marquis provided an overview of September and year-to-date activities and statistics. She mentioned there was new content on the website, new Fall programs; she was also looking for feedback on National Theatre Live. She also handed out a document titled "Staff Input on Building Issues." This document has library staff answers to several questions regarding building needs and opinions as to the best path forward. Their experience using the current facility and recommendations for the future facility will be invaluable to the board.

Treasurer's Report:

Treasurer Hagen reviewed the monthly financial report. At this time, the Library has received all of its income for the year (101%). He stated no transfers were made from reserves. He also reviewed the balance sheet and noted our investments did very well this year. He said for the upcoming year, the Library will receive 95% of the tax revenue, initially, and the remainder by the end of the year.

Treasurer Hagen also said he, President Hempson, and Vice President Guske met with Fiscal Advisors and Marketing, Inc to discuss the potential use of municipal bonds for project financing.

Barrow Update:

Trustee Conan gave an update on the Barrow Management Committee. She noted that it is working on establishing some procedural and organizational structure for the committee. Also, the Barrow is starting its annual fund drive; she urged every board member to respond to the drive letter. She also noted that, in general, not-for-profit entities are experiencing a decline in revenues due to the current tax law. Finally, she said that the Barrow is also working with the Skaneateles Chamber of Commerce and will host a "Business After Hours" event on November 7 at 5:30 pm.

The next Barrow board meeting is November 21st @ 6:30 p.m. in Library Hall.

Building vs. Renovation:

President Hempson reviewed the handout "Summary of Skaneateles Library's Board of Trustees two (2) primary options to address facility needs." He said the matrix was compiled with the help of data gathered from the "needs assessment" and the "Bookends" project. The needs are broken down into three categories. Under each category, the italicized needs are currently unmet. The document also shows the Library's primary goals over the next five years. Finally, the document, as mentioned above, outlines the side-by-side comparison of how each need is met depending on the option – renovation or new construction. President Hempson said that after the vote in December, several processes will need to start including development of plans and specifications for the chosen option, fundraising, and community education.

Building and Grounds:

Director Marquis updated the Board on the grant application process. She submitted the application and is now working with SHPO (State Historic Preservation Office) to finalized options for window replacements. She also said the OCPL will recommend that the grant cover 75% of the \$182,000 of the project budget submitted, which would mean that the Library share will be \$45,500. The OCPL board will meet on October 16 and, if approved, will send the application to the State for final approval. Director Marquis also said we should start planning for next year's projects including projects to make the Library more accessible.

Communications Committee:

Vice President Guske said the committee was meeting tomorrow. She said training was done for the Board on September 23 @ 6:30 p.m. by Strategic Communications. The session was for Board members to become better versed on the issues and the strategies, to help Board members when in challenging conversations. The committee will map out at the meeting what needs to happen for the next few months including the President sending a letter to the Skaneateles Press.

Board Expansion:

President Hempson discussed the need to expand the board from 15 to 18 members. He said there are a lot of things to do including the project development, expanding Barrow management, and future fund raising. There was discussion on timing of the addition of new members by members of the board. The issue will be continued at future meetings.

Public Comment:

There were several comments by the public and other discussion.
The meeting was adjourned at 7:52 p.m.

Next Meeting: Tuesday, November 12th, 2019 at 6:30 p.m.

Submitted by,
Bob Lotkowitz, Secretary