

**MEETING MINUTES**  
**Skaneateles Library Association**  
**Board of Trustees Meeting**  
**March 10, 2020**

**Present:** President Dave Hempson, Vice President Susanne Guske, Treasurer Andrew Hagen, Secretary Danette Davis, Trustees: Manny Arroyo, Patti Carey, Scott Elia, Amanda Latreille, Dave Lee, Bob Lotkowitz, Tara Lynn, Maura Molnar, Larry Palmieri, Amy Rolleri, Laurie Spencer and Katrina Zepp.

**Absent:** Karen Morrissey Bedard, Ralph DeMasi.

**General:**

The meeting was called to order at 6:35 PM by President Hempson.

**Public Comment:**

One member of the public spoke regarding keeping library operations at the current building.

**Approval of Meeting Minutes:**

The February 11, 2020 Regular Meeting minutes were approved.

**President's Report:**

**Next Steps:**

- The President's quarterly update to the public will be published soon in the Skaneateles Press
- Site Selection Committee is working on feasibility of the two sites being considered for a new building.

**Fundraising Committee:** will meet March 12 at 6:30. It is estimated that we will need to raise approximately 10 million including costs for design, planning and construction management. The committee will be looking into grant applications and possible funding from local and state politicians.

**New Trustee Orientation:** March 25 at 6:30 in the Barrow Gallery

**Long Range Plan -Goal Review:** Five goals were established last year. These are outlined on the library website.

- Finalize a flexible plan for the future of the library which will serve future generations. A vote was held in December whether to do nothing, renovate or build new. The board voted to build a new library building.
- Implement outreach engagement to the entire library district which encompasses the Skaneateles School District and make plans to hold board meetings in some of the surrounding hamlets.

- Build collections including technology resources for the community.
- Provide information sessions for community groups regarding the library's future goals to carry out its mission of being the hub of learning and information.
- Examine fundraising from the book sale and tax levy and plan for private fundraising for the future capital project.

**Spafford BOT Meeting:** The May 12 BOT meeting will be held at the Spafford Community Center.

**Shared Drive:** Trustee Elia showed a demo of the shared site. He previously sent an email to trustees with login information for the shared drive which will allow Trustees to review updates from all board committees. When trustees login they can change their password. A Trustee Login will be available at the bottom of the library website.

Trustee Spencer joined the meeting at 7:00 PM

**Book Sale Committee:**

The organizational meeting is Wednesday March 18 at 6:30 in the Barrow Gallery. President Hempson asked for two trustees to join the committee.

**Library Director's Report:**

The report had been emailed previously by Director Marquis. She updated program statistics as follows: 201 programs this year with an attendance of 2607. Information had been emailed about a Trustee Training workshop at the Liverpool Library on May 1. Contact President Hempson if you would like to carpool to this workshop.

**Treasurer's Report:**

Treasurer Hagen went over the financial statements noting that \$186,681 was transferred from investments to the savings account. He reported that the full tax support has been received from the school district after a delay. Since assessments and taxes were reduced on some properties in the town, the school district claimed that our receipts would go down. After legal review it was determined that the library's \$350,000 tax levy is not dependent on reassessments and we received the full amount.

Vice President Guske gave further information on the transfer from investments. An amount from investments is earmarked each year to cover operational expenses since the tax levy does not cover the entire library budget. The funds will also go towards matching amounts needed for construction grants as well as fees for legal and architectural services for the planning phase of the future library. The Fundraising Committee will also be approaching community foundations to assist with these preliminary planning costs.

**Site Committee:**

Trustee Elia is willing to meet with any trustees who would like to go over the recent work of the Site Committee. The committee has narrowed down the site possibilities to two: one in

the Fennell St area and one in the area near the Community Center. He cannot be more specific on location details since discussion with landowners is ongoing.

#### **49 E. Genesee Street Committee:**

The committee will meet March 23 to discuss accessibility to the second floor. Vice President Guske reported that an architect has examined the building to determine the best location(s) to place an elevator and to estimate costs in order to compare this to a lift option. He also provided information on the requirements for a second means of egress from the second floor.

#### **Communications Committee:**

Vice President Guske expressed thanks to co-chair Bedard and to the entire committee for all the work that has been done. She also thanked Trustee Elia for the sharepoint drive which will help all committees keep current with information. The committee has asked for representatives from the Town Board and the Village Board to assist with the ongoing transparency and communication to the community. Courtney Alexander from the Town Board will be joining and we expect to hear back from the Village Board.

Frequently Asked Questions have been updated and added to the library website. The committee also assisted in drafting President Hempson's quarterly letter to the Skaneateles Press. The committee is continuing to offer informational outreach meetings to organizations. There has been positive feedback from these sessions as well as excellent questions. The committee is collecting ideas for more groups to contact. President Hempson thanked Vice President Guske for the excellent work she has done in conducting these sessions.

#### **Barrow Gallery Update:**

Trustee Latreille announced that the gallery has hired a new director, Gina Stankivitz. Ms. Stankivitz has excellent background experience and works part time at the Everson Museum in Syracuse. She will be starting this Thursday.

Many thanks to Trustee Rolleri and her husband Ron who have served as interim directors of the gallery. The Barrow Management Committee is putting together a Long-Range Plan and have prepared new promotional materials. They are seeking more volunteer docents.

Trustee Lynn left the meeting at 7:40 PM.

President Hempson's closing remarks:

- The Book Sale Committee is looking for trustee volunteers
- Docents are needed for the Barrow Art Gallery
- Trustee Education workshop is May 1 at the Liverpool Library
- Trustees are welcome to join any of the outreach sessions put on by the Communications Committee
- He suggested thinking of a tag line for the library such as "Where the community comes together". The Communications Committee will discuss this.

- President Hempson asked Director Marquis about the coronavirus situation and she replied that the director of OCPL (Onondaga County Public Library System) is in contact with the county health department and passing on information to the libraries. At this time the staff is doing the usual flu season precautions of wiping down surfaces and extra handwashing.

**Public Comment:**

One speaker expressed interest in joining a committee as a community member.

Another speaker felt the front entrance and rug look shabby. She misses the painting which used to be over the fireplace. These comments will be discussed by the 49 E. Genesee Street Committee.

A member of the public asked for a list of committees and their chairs. We will be able to add this to the website. She asked about Focus Groups which we will be holding in the future. She suggested having a "Book Club Night" at the library and invite any area book clubs to come for an informational presentation on plans for the future of the library.

The meeting was adjourned at 8:55 PM

**Next Meeting: Tuesday April 14, 2020 at 6:30 PM - Library Hall**

Submitted by  
Danette Davis, Secretary