

**Skaneateles Library Association
Board of Trustees Meeting
(Special “Zoom” Meeting)
May 12, 2020**

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

Absent: Patti Carey

The meeting was called to order at 6:32 PM by President Hempson.
This meeting was held online via Zoom due to the Covid 19 pandemic.

Public Comment:

One member of the public spoke regarding accessibility to the second floor, the Board’s ongoing research into an elevator and the possibility of holding board meetings at accessible locations.

Approval of the Minutes:

The March 10, 2020 Regular Meeting minutes were approved.

President’s Report:

Covid 19 impact on library operations: Director Marquis has been attending meetings twice a week with the county library committee to follow the changing situation and regulations.

Annual Book Sale: The Executive committee has discussed the sale with the Book Sale committee and recommends that the sale be cancelled this year due to the pandemic.

A motion was made by Trustee Lotkowitz to cancel the book sale this year; seconded by Trustee Palmieri; the motion passed unanimously.

Suspension of Late Fees for the remainder of 2020: Director Marquis explained that other libraries in Onondaga County have already suspended fees. When libraries reopen, all returned items will need to be placed in quarantine for a few days so there will be delays in checking them in. There will only be curbside pick-up for requested materials so the staff will not be greeting patrons or taking payments. Many people are out of work and overdue fines could cause a hardship. There will still be a charge for lost or damaged materials.

A motion was made by President Hempson to suspend late fees for the rest of the year; seconded by Vice President Guske; the motion passed unanimously.

New Library Status Update: President Hempson stated that because of the pandemic, additional features for a new library building have come to our attention such as a pick-up window, the flow of patrons into and out of the building, and social distancing flexibility.

Library Director's Report: Director Marquis has hired a new librarian to replace Deanna King.

An IT company is looking into improving our wi-fi signal for people to use outside of the building while the library is closed. Because of the thick stone walls, limited wireless signal is available outside.

Library directors have been meeting twice weekly with the director of the OCPL system to discuss the procedures once libraries are allowed to reopen. Skaneateles Library is subject to the Governor's opening date decision. At that time, only staff will be allowed in the building, following social distancing regulations and patrons will be able to pick up requested materials on the front porch. All returned items will go into the drop box and then will be quarantined for at least 72 hours. Much of the furniture has already been stored upstairs; there will be no programs or group gatherings once the public is allowed access to the building.

Treasurer's Report: Treasurer Hagen announced that the library applied for and received \$51,000 under the CARE Act Funding: 75% is to be used for payroll during the pandemic and 25% for other costs due to the pandemic. This will help to make up for the loss of income from the book sale this year.

Vice President Guske stated that the financials are in a stable position. We are 60% of the way through the budget year and income and expenses are on track.

49 E. Genesee Street Committee:

Carpets have been cleaned and other cleaning has been done while the building is closed.

We have received the architect's proposal of two possible locations for installing a future elevator.

Trustee Lee has researched quotes for repairing the front steps and ramp. He recommends having this work done while the building is closed. Numerous repairs have been made in recent years which have only been temporary and more permanent replacement work needs to be done. The cost for the steps would be approximately \$5,000 and if the ramp is also replaced and resurfaced the cost would be approximately \$10,000.

Trustee Elia made a motion to allow the 49 E. Genesee Street Committee to make a decision on repairs and to spend up to \$15,000. The motion was seconded by Trustee Lee; the motion passed unanimously.

State Construction Grant: Since this was last year's grant, Director Marquis said it appears that funds will still come through for the repair work for which we had submitted the grant. The State Historic Preservation committee, however, did not approve our application to replace the

old front windows with more efficient windows so we did not receive grant funding for this. Trustee Lee has gotten information on restoration work for the windows, as opposed to replacement, and feels this is an excellent option. We were unable to get restoration work included in the grant for this year. Trustee Lee is looking for suggestions from Board members regarding any repair work needed on the building.

Communications Committee:

Vice President Guske and Trustee Bedard said that the committee has been working on ways to promote the library's digital services so that patrons are aware of the vast array of resources that can be accessed from home. The committee is gathering more ideas for ways to support the community during the pandemic shut down. The newly hired librarian is working on online tutorials to explain how to use the library's different digital resources.

Barrow Gallery Update: President Hempson reported that the new gallery director, Gina, has started and is working remotely with the Barrow Management Committee to develop a 5-year plan with a Mission and Vision statement and goals. President Hempson presented the proposed Mission statement and Vision statement.

After discussion, President Hempson made a motion that the Mission and Vision statements be approved by the board. The motion was seconded by Vice President Guske, and passed unanimously.

Public Comment:

Trustee Spencer shared a question she had received from a member of the public regarding donations for the book sale. Director Marquis replied that we are unable to accept donations until further notice.

A member of the public had a question about the material to be used to surface the front steps and ramp and Trustee Lee responded that the material is both durable and able to be repaired.

There was a question about how to correspond with Board members. Emails can be sent to the library and they will be forwarded.

A member of the public thanked the Board and Director Marquis for the work that has gone into dealing with the pandemic and planning for reopening the library.

The meeting was adjourned at 8:09 PM

Next Meeting: Tuesday June 9, 2020 at 6:30 PM – Location TBD

Submitted by Danette Davis, Secretary