

**Skaneateles Library Association
Board of Trustees
Regular Meeting Minutes
(Special “Zoom” Meeting)
June 9, 2020**

Supporting Our Mission:

To inspire learning, enrich lives, and connect our community

Realizing Our Vision:

**To be the cultural and informational hub of a vibrant, thriving community
by creating spaces and experiences that are welcoming, enriching and sustainable.**

Present: President Dave Hempson, Vice President Susanne Guske, Treasurer Andrew Hagen, Secretary Danette Davis, **Trustees:** Manny Arroyo, Ralph DeMasi, Scott Elia, , Dave Lee, Bob Lotkowitz, Tara Lynn, Larry Palmieri, Amy Roller, Library Director Nickie Marquis.

Absent: Karen Morrissey Bedard, Patti Carey, Amanda Latreille, Maura Molnar, Laurie Spencer, Katrina Zepp.

Members of the Public in attendance: Dee Maguire, Carol Young, John Young, Diane Fellerman, Fran McCormack, Tom McKeown

The meeting was called to order at 6:34 PM by President Hempson.
This meeting was held online via Zoom due to the Covid 19 pandemic.

Public Comment:

There were no public comments at this time.

Approval of the Minutes:

The May 12, 2020 Regular Meeting minutes were approved.

President’s Report:

New Library – next steps: President Hempson stated that the next steps are 1) to finalize a location for the new library 2) to raise funds through donations and grants. The Site Location committee will be meeting to finalize a recommendation for the Board. The Fundraising committee will be developing a process to begin raising funds.

Current Challenges: President Hempson stated that the Payroll Protection funds received due to Covid-19 will help to make up for the book sale fundraiser being cancelled. The Board will take into consideration needs for social distancing in a new building along with other needs which Covid-19 has brought to our attention. Director Marquis and the staff have been working to take all safety precautions needed in the library during Covid-19.

Library Resources: During the Covid-19 epidemic shut-down, staff have been communicating to the public the many digital resources available through the library. This also includes educational information available digitally that relate to the current civil protests across the country following the death of George Floyd.

Library Director's Report:

Reopening Timeline and Covid-19 recommendations: Director Marquis has shared the Reopening Plan with staff and the board. Procedures are detailed for required cleaning, quarantining of returned items, etc. A barrier will be erected at the circulation desk; furniture on the main floor has been moved upstairs for storage to allow for space for bins and carts of returned materials which need to be quarantined for 7 days before being checked in and shelved or re-circulated; public computers will be spaced six feet apart as required. There will be a smaller number of staff working in the building at any one time.

June 15 curbside pick-up begins: Patrons will be able to pick up requested items on the front porch beginning on June 15. If patrons contact the library before that date, staff will get items for them if available.

Statistics Update: Director Marquis has sent the statistics report to the board. She is waiting to find out how NY State will count online programs for annual library statistics. The library is holding online story times, a lecture series and book clubs through Zoom.

Treasurer's Report:

Operating Report and Financials: Treasurer Hagen reported that the Balance sheet is in good shape as are the two funds of the Investment portfolio. The portfolio value at the end of 2019 was \$2.6 million. At the end of May, there had been a loss of 7%, but as of the close of business yesterday, most of the investment value had recovered, being down about \$40,000.

The CARE act funding regulations which the library received due to Covid-19 has been updated to allow organizations more time to spend the funds. We will be using all of the approximately \$51,000 which we received. This will help to make up for the loss of revenue from the cancelled Book Sale. The Finance committee will be meeting with the Community Foundation.

49 E. Genesee Street Committee:

Repair front steps: Vice President Guske reported that the committee has been studying the options for repairs of the front steps and ramp. Trustee Lee has suggested another option of widening the steps and platform to include the entrance into the Sphinx portion of the library. Vice President Guske has found historic photos at the Creamery of the original entrance of the library and this option would be similar to what was original to the building.

Trustee Lee shared photos of the existing front steps which cannot be further repaired. He then showed a diagram of how the steps could be redone to provide access into the Sphinx as well as replacing the existing ramp. This would provide access into the Sphinx which would be

an improvement as the interior entrance into that room involves a very steep ramp which is not ADA compliant.

Trustee Lee explained that this option would be more expensive than the not-to-exceed amount of \$15,000 which the board approved at the last meeting. He estimates a possible cost of \$23,000. He would prefer using limestone which is more durable and is what the library walls are. The current steps are concrete which is affected by salt used to melt ice in the winter, and which have required a lot of maintenance and repair.

The committee will gather more information and present a proposal to the board at the next meeting.

Elevator Update: Vice President Guske reported that architect Bill Murphy presented plans for two different potential exterior sites for an elevator. During discussion with the committee, it was determined that excellent access for less cost could be accomplished with an interior location. An exterior construction would cost over \$200,000 while an interior location would cost under \$100,000. The entrance on the main floor would be north of the Library Director's office and would not involve losing any of the windows. An exterior elevator construction would involve the loss of windows.

Grant Update: The library is planning to submit a library construction grant application to help with the cost of an elevator. We will need to plan to cover the required matching funds. It is not yet known how grant funds will be affected due to the economic impact to the State by the Covid-19 epidemic.

Communications Committee:

Vice President Guske stated that Facebook, the library website, YouTube and the print newspaper have been used to communicate the digital resources available through Hoopla, Kanopy, OverDrive and to let the public know that the library's wifi has been strengthened so that people can access the internet from outside the building. The wifi can be accessed from the front porch, front lawn, side of the building, and by people sitting in cars in front of the building or across the street. This wifi helps patrons who do not have access at home and is important while the library and other public buildings with wifi have been closed.

The committee has also reached out to the school district to share this information about wifi availability. The school district will help to spread information on the library's summer reading program.

Barrow Gallery Update: President Hempson reported that the Long Range Planning committee has drafted goals and is working to develop objectives to support those goals for the Barrow Gallery. This Thursday's "Skaneateles Press" will feature a biography of new Barrow Gallery Director, Gina Stankivitz. Gina is working with Library Director Marquis to coordinate the reopening of the library and the gallery.

Public Comment:

Tom McKeown: Mr. McKeown appreciates the board's thoughtful discussion on access to the 2nd floor of the building and the research that is being done into an elevator. He requested that no public meetings or programs be held on the second floor until it is accessible. President Hempson acknowledged this issue, and stated that due to the pandemic, all meetings and programs are being held through remote, digital means. It is unknown when in-person programs would be able to resume but the board will take accessibility into consideration.

Diane Fellerman: Ms. Fellerman praised the online lecture series on France which Tom Henry presented for the library. She appreciated the wifi access outside of the building for people to use. She requested a list of the board committees to better understand all the work that is being done. President Hempson said that a list of committees could be added to the website.

The meeting was adjourned at 7:32 PM

Next Meeting: Tuesday August 11, 2020 at 6:30 PM – Location TBD

Submitted by Danette Davis, Secretary