

Skaneateles Library Board of Trustees: 2020 Committees

Updated 4/30/2020

COMMITTEE	CHAIR	RESPONSIBILITIES and ADDITIONAL MEMBERS
Executive (S)	Dave Hempson (President)*	Provides the leadership required to meet the library's mission and vision. Tracks goals established in the long range plan, reviews matters related to the library's organization and structure. Maintains a list of trustee terms and expirations to ensure continuity and skills availability. Creates the committee structure required to accomplish short term, annual and multi-year objectives. <i>Susanne Guske (Vice President), Danette Davis (Secretary), Andrew Hagen (Treasurer), Nickie Marquis (Director)</i>
Personnel (S) Executive Sub-Committee	Dave Hempson	Provides input for selection, annual review and retention of the Library Director. Assists the Library Director with personnel matters as needed. Works with the Finance Committee on annual budgetary wage scale and salary matters. <i>Susanne Guske, Nickie Marquis</i>
Policy (A) Executive Sub-Committee	<i>Nickie Marquis</i>	Drafts policies and procedures to guide the library consistent with industry best practices, NYS library minimum standards and NYS law. <i>Danette Davis</i>
Finance (S)	Andrew Hagen	Plans for the long-term financial sustainability of the library. Finalizes Library Director's draft budget for presentation to the board. Provides quarterly and annual financial statements to the board. Recommends investment policies. Develops financial plans and analysis including future revenue increase and expense control needs. Acts as a resource for all committees, including the Barrow Art Gallery, concerning financial matters and related research. <i>Susanne Guske, Larry Palmieri, Maura Molnar, Katrina Zepp, Nickie Marquis</i>
Communications (S)	Susanne Guske	Provides transparent and effective communication to the community. Develops (with internal or outsourced resources) the library's communication strategy and collaterals for internal and external audiences in all media forms. Guides the board on communication approaches. <i>Karen Bedard, Dave Hempson, Larry Palmieri, Tara Lynn, Nickie Marquis</i>
Site (A)	Scott Elia	Implements a process with fair and appropriate criteria to select an optimal site for a new library building. Obtains information necessary for recommending a site to the board. Actions any site requirements. <i>Dave Hempson, Danette Davis, Bob Lotkowitz, Manuel Arroyo, Ralph DeMasi, Nickie Marquis</i>
Book Sale (S)	<i>Mary Giroux</i>	Organizes and runs the annual Used Book Sale, currently the library's major fundraiser. Advises the board of needs and status. <i>Danette Davis, Dave Lee, Nickie Marquis</i>

Non-board members in *italics* | Committee Types: S=Standing; A= Adhoc (limited timeframe with specific deliverables)

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Buildings and Grounds (S)	Dave Lee	Ensures that the library’s facilities are properly maintained through detailed building knowledge. Recommends annual and as needed maintenance and capital projects. Assists with the application of construction grants. <i>Ralph DeMasi, Amy Rolleri, Nickie Marquis</i>
Barrow Board (A)	Dave Hempson, Interim President	Hires the Gallery Director and represents the library board on the Barrow Art Gallery Management Committee. <i>Amanda Latreille (Vice President), Amy Rolleri, Patti Carey, Maura Molnar, Katrina Zepp</i> <i>Management Committee: Gina Stankivitz (Barrow Director), Betsy Carter (Treasurer), Ron Butchart, Christy Lemp, Linda Adams Bartholomew, Valerie Hamburg</i>
Nominating (A)	Dave Hempson	Recruits new board members, utilizing an inclusive process to ensure skill sets needed on the board are met. Keeps a list of community members interested in joining the board. Interviews and recommends potential trustees to the board for consideration and approval. <i>Laurie Spencer, Dave Graham, Todd Marshall, Peg Whitehouse, community members TBD</i>
49 East Genesee Street (A)	Susanne Guske	Ensures that the 49 East Genesee Street building continues to serve the community and is financially independent through both non-library and library uses. Plans for future capital needs. <i>Dave Hempson, Bob Lotkowitz, Amanda Latreille, Dave Lee, Ralph DeMasi, Manuel Arroyo, Nickie Marquis, Gina Stankivitz</i>
Fundraising (A)	Dave Hempson	Coordinates the private and public fundraising for construction of a new library, operational and capital needs. Recommends approaches, plans and events. <i>Larry Palmieri, Andrew Hagen, Susanne Guske, Tara Lynn, Patti Carey, community members TBD</i>
Governance (S)	Dave Hempson	Reviews and recommends updates to the bylaws, including interaction with the Barrow Art Gallery. Coordinates input from counsel as required. Helps research legal matters relevant to library’s operations and facilities. Ensures library policies are consistent with relevant laws. <i>Manuel Arroyo, Ralph DeMasi, Nickie Marquis</i>

*The president is an ex officio member of all committees.