

**Skaneateles Library Association
Board of Trustees
Regular Meeting Minutes
(Special “Zoom” Meeting)
August 11, 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:** Karen Morrissey Bedard, Patti Carey, Ralph DeMasi, Scott Elia, Amanda Latreille, Dave Lee, Bob Lotkowitz, Tara Lynn, Maura Molnar, Larry Palmieri, Amy Rolleri, Katrina Zepp, **Staff:** Library Director Nickie Marquis, Deanna King, Librarian.

Absent: Manny Arroyo, Laurie Spencer

Members of the Public in attendance: Diane Fellerman, Fran McCormack, Jean McGlynn, Carol Young, John Young,

The meeting was called to order at 6:33 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 June 9, 2020 Regular Meeting minutes were approved.

President’s Report:

New Library – next steps: President Hempson summarized that the board had voted in December to pursue building a new library. A number of committees were convened to work on this including Site Committee, Fund Raising Committee, Communications Committee, and 49 E. Genesee Street Committee. Progress was interrupted in March by the pandemic, but committees are now back at work.

The Covid pandemic has made us aware of a number of issues which are not adequate in our existing library and which will need to be addressed in a new building, including social distancing needs, traffic flow into and within the building and ventilation requirements.

Library Director's Report:

Book Pick-Up Service: Director Marquis reported that curbside pick-up has been going well while the library has been closed, and she has received a number of positive comments from the public. Staff have been helping patrons over the phone with book recommendations and placing holds. Items are placed on the front porch for pick-up.

Virtual Programs: Summer reading programs have been held online including a Virtual Lego Club, Storytimes, and Creative Bug craft programs for kids. Craft kits which have been put together for both kids and adults to take home and work on have been popular.

Next Steps for Reopening: The first step in reopening to the public will be a limited number of appointments where a few patrons at a time would be allowed in to use the computers or browse for items. Furniture has been moved as floor space will continue to be needed to quarantine returned items. The wifi signal has been enhanced so that people can access the internet outside the building from the porch or area surrounding the building.

Treasurer's Report:

Operating Report and Financials: These reports were sent previously to board members. Treasurer Hagen reported that we have not yet started the process of applying for forgiveness of the PPP loan which the government provided to businesses to assist with expenses during the pandemic. The bank does not yet have the paperwork ready to begin this.

Preliminary Budget Overview: Director Marquis sent the preliminary budget to the board last week. The proposed budget will be voted on at the September meeting. She summarized that it is 1% less than the proposed budget last year. This is the last year of the scheduled New York State minimum wage increase. Staff salaries have been increased each year to keep them proportionate to the minimum wage paid to new library Pages.

Cleaning costs will increase this year due to Covid sanitation requirements. She reduced programming costs as we do not know when we will be able to schedule speakers and performers. Supplies budget was increased to provide craft kits for children and adults. The "Collection HQ" software subscription was cancelled as it is not needed. The Go Library, located in the lobby of the Community Center, is still included in the budget as this will be used with the Y reopening.

Income from fines has been reduced since the library collected no fines while we were closed. In addition, the Board voted to not collect any fines through the end of the year.

State Aid will be reduced approximately 20% this year. We normally get about \$2100 from New York State. To make up the budget deficit, funds will be transferred from the investments and reserve.

Vice President Guske noted that even before the Covid pandemic, we have had a "flat line budget" with no room for growth. We need to shift funds around to meet the needs of the

library. Director Marquis stated that we have few discretionary areas other than the Collection and we have not been able to increase that amount for the past three years.

49 E. Genesee Street Committee:

Repair front steps: Vice President Guske reported that the committee will be presenting the plan for replacement steps to the Village Historic committee this week for approval. The plan would incorporate a new ramp which would be ADA compliant. Trustee Lee shared a diagram of the plan and noted that the steps, which would also provide entrance into the Sphinx portion of the building, more closely matches the original entrance of the building.

Elevator Update: Vice President Guske reported that the committee is now looking at an interior elevator construction rather than an exterior construction. Trustee Lee has found a good option and is gathering further information.

Grant Update: It is not yet known how grant funds will be affected due to the economic impact to the State by the Covid-19 epidemic. We have not heard anything yet on the construction grant submitted last year to cover such items as chimney repair and a hearing loop in the meeting room.

President Hempson thanked Trustee Lee for dedicating his time and experience to assist with the ongoing work on the library.

Site Committee: Trustee Elia reported that the committee has met several times recently and has confirmed that the two sites under consideration are still available. The committee is now looking at feasibility such as cost and other factors. The committee scored both sites using a list of criteria developed previously. Both sites rated similarly. The committee will be meeting with small groups of Board members to discuss the options and to get feedback. Watch for a Doodle poll email to sign up for a time.

Fund Raising Committee: Vice President Guske reported that the committee will be meeting with enablers to discuss the library's future and listen to their feedback. President Hempson explained that the work of all the committees and the feedback gathered from different meetings will be synthesized and used to further the planning process.

Barrow Gallery Update: President Hempson reported that the Management committee along with Director Stankivitz voted on the Mission and Vision for the Gallery, have drafted goals and are continuing work on developing objectives to map the direction the Barrow Gallery will be going in the future.

The committee is looking at making the side entrance to the Gallery handicapped accessible. This entrance would provide better traffic flow into the Gallery, especially with the need for social distancing and the fact that the number of people in the library will be limited due to Covid restrictions. Library Director Marquis and Gallery Director Stankivitz have been collaborating to coordinate the work of both organizations. Vice President Guske added that

the 49 E. Genesee St. committee is looking at the entire building, including the Barrow Gallery, when planning for repairs and improvements.

Public Comment:

Jean McGlynn offered her design and space planning experience to assist with the current library building. President Hempson thanked her for her kind offer and said the committee will reach out to her when that stage is reached.

Carol Young stated her opinion that the existing building has adequate space.

Diane Fellerman is looking forward to hearing the two sites under consideration. She praised the Board for the decision to keep the existing library building and make it available for the community as well as planning for a new library facility.

President Hempson thanked the Board members for all the time they have dedicated to ensuring the success of the library. The role of libraries has continued to grow as they become more and more critical to their communities.

The meeting was adjourned at 7:35 PM

Next Meeting: Tuesday September 8th, 2020 at 6:30 PM – online via Zoom

Submitted by Danette Davis, Secretary