

**Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Thursday January 28, 2021
(Special Zoom Meeting)**

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, Secretary Danette Davis, Treasurer Andrew Hagen, **Trustees:** Manny Arroyo, Patti Carey, Ralph DeMasi, Scott Elia, Amanda Latreille, Dave Lee, Bob Lotkowitz, Tara Lynn, Maura Molnar, Larry Palmieri, Amy Rolleri, Laurie Spencer, Katrina Zepp, **Staff:** Library Director Nickie Marquis, Deanna King, Mary Beth Schwartzwalder, Alexandra Perry, Betsy Carter.

Absent: Karen Morrissey Bedard, Dave Lee.

Members of the Public in attendance: Heather Carroll, Diane Fellerman, Dee Maguire, Fran McCormack, Michael Stebbins, Carol Young.

Call to order: 7:21 PM

Public Comment Period:

Carol Young stated her understanding that the Attorney General says the library and Barrow boards need to be separate entities. President Hempson responded that the Trust established the board structure. Trustee Carey said that in order to establish separate boards we are required to go through the state legislature. Trustee DeMasi asked Carol to send documentation so that he can follow up on this.

Approval of the Minutes:

The December 8, 2020 Regular Meeting Minutes were approved.

President's Report:

Fennell Street Update: President Hempson and Trustee Elia have met with the Town Board and their attorney. Our attorney shared a preliminary contract with the Town's attorney. We hope to conclude a purchase agreement in March. We did a preliminary Environmental Assessment; the Town will do their Environmental Assessment; then we would do a Phase 1 and Phase 2 Assessment. We would then go to a formal purchase agreement. We have received a great deal of support from Fennell Street neighbors, senior citizens at the apartments adjoining the property and from the neighborhood across the creek.

Library Director's Report:

The report had been emailed previously. Director Marquis updated that Shelly Kennedy, owner of Drooz, will not be doing the book sale for the virtual author event scheduled for April. A local bookstore will do the sales. The program is in collaboration with NOPL libraries.

President Hempson praised the online children's programs that librarian Mary Beth has been doing. He and his grandchildren are fans of her programs.

- **Privacy and Confidentiality Policy** – This policy was approved in 2018 and needs to be reviewed every 3 years. **A motion** was made by President Hempson to reapprove the policy for 3 years. The motion was seconded by Trustee Arroyo. It passed unanimously.
- **Patron Code of Conduct Policy** – There was discussion at the last meeting regarding the portion of the policy about filming in the library. Trustee Arroyo researched the law regarding filming in a library and stated that a discussion by a national library association provided a persuasive analysis showing that a library has the authority to limit the use of photographic equipment. The Policy Committee made a short amendment to the policy to clarify the language and make it easier to enforce. **A motion** was made by Trustee Arroyo to reapprove the policy with the wording change for another 3 year period. President Hempson seconded the motion. It passed unanimously.
- **Overdue Fines – Extension to June 2021** – Director Marquis requested that the overdue fine waiver be extended to June 2021. The waiver was made last year due to the pandemic. This applies to overdue fines, not to lost items. If an item is not returned after 60 days, the patron is charged the full replacement cost. Director Marquis answered a question regarding overdue HotSpot devices. She explained that they can be deactivated remotely if a patron does not return them. **A motion** was made by President Hempson to extend the waiver for overdue fines until June 2021. The motion was seconded by Trustee Palmieri. The motion passed unanimously.

Treasurer's Report:

The Operating Report and Financials had been emailed to the Board previously. Treasurer Hagen reported that in August/September 2019 the Finance Committee adopted a policy to conduct an analysis of the amount to be withdrawn from the investment account to assist the library director with her budget planning. For the 2021-2022 year it was determined that 4% will be withdrawn. M&T Bank will make the transfer to Expenses.

Communication Committee Report:

Vice President Guske reported that three community members who have joined the committee have provided valuable insight and assistance. A presentation to the Rotary Club was well received. A copy of the presentation was emailed to the Board and is on the website. The committee is working with Director Marquis and Librarian King to keep the website updated, especially with information on the new site and planning process. The committee is doing more information sessions for community groups. Each outreach event provides feedback to continue to refine the presentation. President Hempson praised Vice President Guske for the professional presentation to Rotary and asked her to present a shortened version to the Board at the next meeting.

Fund Raising Committee Update:

Evaluation of Fund-Raising Consultants – President Hempson reported that the committee is evaluating consultants and receiving proposals. After reviewing this information, the committee will make a recommendation to the Board for a professional fundraising group. Vice President Guske added that it is usual to hire outside resources to assist with a capital project. President Hempson thanked Trustee Elia for proposing this research.

49 East Genesee Street Committee:

Vice President Guske reported that Jean McGlynn is assisting with finding options for replacing the fluorescent lighting in the library. Chimney repairs are also being looked into; after repairs, the walls could be repaired and painted.

Repair front steps update - This process is progressing well.

The Barrow Gallery entrance is being designed to meet code. It will also need Historic Preservation approval.

The committee is continuing to explore how the building will be used when the library moves to a new building. The majority of the main floor will be used for a library used book sale. The architectural atmosphere would be preserved and showcased with books, the chairs near the fireplace, etc. Nearby libraries report that they generate significant income from their ongoing book sales.

Public comment period:

Diane Fellerman asked if any plans have been done yet for the new building. President Hempson responded that we will not work with an architect on a design until the site has been finalized after the environmental assessment. A design is dependent on the size and shape, etc. of the site.

Adjourn Regular Meeting - 8:03 PM

Next Meeting: Tuesday, February 9th – 6:30 PM Zoom meeting

**Submitted by
Danette Davis, Secretary**