

**Skaneateles Library Association
Board of Trustees
Regular Meeting Minutes
(Special “Zoom” Meeting)
December 8, 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, Secretary Danette Davis, **Trustees:** Manny Arroyo, Patti Carey, Scott Elia, Amanda Latreille, Dave Lee, Bob Lotkowitz, Tara Lynn, Maura Molnar, Larry Palmieri, Laurie Spencer, Katrina Zepp, **Staff:** Library Director Nickie Marquis, Deanna King, Librarian.

Absent: Karen Morrissey Bedard, Ralph DeMasi, Vice President Susanne Guske, Treasurer Andrew Hagen, Amy Rolleri.

Members of the Public in attendance: Diane Fellerman, Carol Young, John Young

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:

There were no public comments.

Approval of the Minutes:

The November 10, 2020 Regular Meeting minutes were approved.

President’s Report:

Long Range Plan recap: President Hempson stated that the 5-Year Long Range Plan has been posted on the library website. It includes the following goals:

- 1) *Finalize a community-supported, flexible facility plan designed to serve the next generation.* This includes repurposing the current library building for community use. The board has voted to build a new library and has chosen a site on Fennell St. The Town will be hiring an appraiser as the next step. We will then draft a purchase agreement which will include such details as an environmental survey. Funds for the purchase of the property will be raised from grants and donations and no tax money will be used.
- 2) *Implement an outreach and engagement plan for all neighborhoods and hamlets in the school district.* During the Covid pandemic this has included providing online story times, book clubs and lecture series. Eight community members have joined the board’s

committee structure. The committees continue to work with a variety of community organizations.

- 3) *Build and curate collections that serve our local community.* Recent work on this goal has included activity kits for kids, items for young families to borrow for babies thanks to the donation from the Mirones, and expanded online resources due to demand during the pandemic.
- 4) *Raising the profile of the library as a forward-looking cultural and information hub.*
- 5) *Ensure the library's financial sustainability into the future.* The library recently received a \$98,000 building grant as well as a Payroll Protection Program grant for Covid relief from the government which helped offset the lack of a book sale this year.

We are continuing to advance all of the goals in the Long Range Plan.

Committee Assignments: This list was emailed before the meeting. Board members should contact President Hempson if interested in joining any committee or to notify him of any assignment changes.

Trustee Recruitment: We have one opening for next year as Trustee Latreille will be stepping down. The Nominating Committee will meet on Friday. Contact President Hempson or Trustee Spencer if you have suggestions of possible trustee candidates.

Library Director's Report:

Director Marquis emailed the report to board members on Friday. Some libraries in Onondaga County are now in the Covid "orange zone" and only providing curbside pick-up. The Skaneateles library staff are preparing for possible scenarios: if we were to be in a red zone, the library would close with no staff in the building. If the Central Branch is in a red zone, but Skaneateles remained in a different zone, there would be no interlibrary loan deliveries. The only physical items available would be what is in our building.

The pick-up service on the front porch has been popular and we may continue this beyond the pandemic. Cabinets have been purchased to hold items on the porch because, with the winter weather, snow has been blowing onto the table. The cabinets will also save the expense of purchasing paper bags which were used for patron privacy. With the cabinets, staff will be able to wrap the edge of items for privacy without needing bags. Trustee Spencer praised the library staff for excellent phone assistance with book recommendations.

Director Marquis explained that we never anticipated providing only online programming for this long with the extended pandemic regulations. The staff is re-evaluating programs by using a patron survey for feedback. We had been overbudget for digital resources but this has leveled off.

Policy Reviews: Director Marquis had previously emailed the policies to be reviewed, including proposed changes. Policies are reviewed every 3 years.

- 1) *Unexpected Closings:* Suggested change includes adding general wording about long-term closings.

President Hempson made a motion to approve the policy with the wording change.

Trustee Lynn seconded the motion.

The motion passed unanimously.

- 2) *Patron Code of Conduct:* Wording from the American Library Association and other sources is proposed to address instances such as the “First Amendment” groups which targeted libraries around the country a couple of years ago where filming was done with the intention of causing a disturbance. The policy also addresses getting a patron’s permission before photographing or filming, especially in the case of children. Trustee Arroyo raised the question of the expectation of privacy when in a public building. Discussion ensued and it was decided to table the policy until next month so that the committee can further look into the question. Trustee Spencer expressed her wish to not have board meetings filmed. The board had reviewed this question previously and determined that filming is permitted since the board meetings are open to the public and subject to open meeting laws.

Treasurer’s Report:

Operating Report and Financials: These reports were sent previously to board members. Since the Treasurer was not present, President Hempson asked if there were any questions. Director Marquis reported that we have received 90% (approximately \$66,000) of the building grant we had applied for. The remaining 10% will not be paid until the project is completed.

Communication Committee:

President Hempson reported that community members are assisting with the committee which has continued to meet regularly. Director Marquis stated that work is continuing with updates to the website to include information on progress on the new building project.

49 E. Genesee Street Committee:

President Hempson thanked Trustee Lee for his excellent work on the new design for the front steps. Architect Bill Murphy has assisted with a design for the steps into the State St. entrance of the Barrow Gallery. Historic Preservation approval will be needed for the Barrow entrance.

The committee has been active and creative. Jean McGlynn is assisting as a community member. The committee is still working on the best solution for a lift/elevator to the second floor. Leaks will be repaired around the back fireplace and there are plans to update the lighting in the building.

Director Marquis explained that we want to shift some of the funds in the building grant we received. We were intending to add a hearing loop to the second floor meeting room, but with

all programs online this year, we would like to use some of these funds for the repair and redesign of the front steps. This change required approval of the State Historic Preservation Office (SHIPO). Thanks to the excellent design done by Trustee Lee, this approval was granted. We still need to get approval from the state agency that provided the grant in order to shift the funds.

President Hempson reported on information we received from the Cazenovia Library regarding their ongoing used book sale. Their book sales are very profitable, and this is positive news for 49 E. Genesee St. being financially independent. Trustee Arroyo suggested the committee look into any ordinances and building codes to be sure proposed activities at 49 E. Genesee St. would be approved.

Barrow Gallery Update:

Long Range Plan: The plan has been sent to board members.

New Director Recruitment: Gallery Director Stankivitz announced earlier this month that she would be resigning to pursue another opportunity. President Hempson reported that thanks to a recommendation from Trustee Elia, President Hempson and Trustee Latreille interviewed candidate Alexandra Perry and that she has accepted the position. Her references and background information were sent previously to board members. President Hempson will be meeting with Ali Perry this week and she will be working with Director Stankivitz for a transition period.

Fund Raising Update: Last year's fund raising was used to repair the gallery roof. This year funds will be used to remodel the State St. entrance steps and to provide a lift between the floor level of the library and the gallery to provide handicapped accessibility into the Barrow Gallery. As of last week, \$4,000 has been received. Please let President Hempson know if board members did not receive a fund request letter from the Barrow.

Public Comment: Diane Fellerman wished everyone a happy holiday and thanked everyone for all the work that has taken place for the library during this pandemic year.

Trustee Spencer asked about staff year-end bonuses this year. Director Marquis and President Hempson will discuss this with the Personnel Committee next week.

President Hempson thanked the board members for supporting the library as a corner stone of our democracy, providing information to all. He thanked the staff for meeting the needs of the community during this trying pandemic year. He wished everyone a Covid-free holiday season.

The meeting was adjourned at 7: 44 PM

Next Meeting: Thursday January 28, 2021 at 6:30 PM EST – online via Zoom

Submitted by Danette Davis, Secretary