

**Skaneateles Library Association  
Board of Directors  
Regular Meeting Minutes  
Tuesday April 13, 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, Karen Morrissey Bedard, Patti Carey, Ralph DeMasi, Scott Elia, Dave Lee, Bob Lotkowitz, Larry Palmieri, Amy Rolleri, Meghann Sandak, Laurie Spencer, Katrina Zepp. **Staff:** Library Director Nickie Marquis, Librarian Deanna King.

**Absent:** Tara Lynn, Maura Molnar

**Members of the Public in attendance:** Dessa Bergen, Diane Fellerman, Mary Giroux, Fran McCormack, Doreen Simmons, Carol Young, John Young

**Call to order:**       **6:31 PM**

**Public Comment Period:**

No comments

**Approval of the Minutes:**

The March 9, 2021 Regular Meeting Minutes were approved.

**President's Report:**

**Fennell Street Update:** Purchase agreement negotiations are continuing with the Town. Once we have consensus on the purchase agreement, the Town will have a 60-day public comment period. Doreen Simmons, who has been assisting with negotiations, reported that a demolition contractor looked over the buildings on the property. Trustee DeMasi asked if the purchase price will be the appraisal value. Doreen Simmons stated that the appraisal amount is \$413,000 and that we have requested a copy of the appraisal from the Town before the purchase agreement is finalized. President Hempson stated that we will not take possession until the closing. The closing may be October 2022 as the Town needs time to arrange for locations for the organizations and equipment which are housed on the property now.

**Conflict of Interest Forms:** Trustees should sign and return the forms to Director Marquis if you have not already done so.

**Trustee Training Session:** Eleven trustees attended the 2-hour online education session on April 7. President Hempson summarized the importance of articulating our Mission and providing barrier-free access to information. Vice President Guske shared a quote from the training session, "Reading is humanity's conversation with itself. Libraries make sure everyone participates."

Trustee Carey suggested we go over one policy per month, which the training session recommended, to be sure all trustees remain familiar with library policies. Director Marquis

replied that we will have one policy due for review next month. All policies are reviewed on a regular basis, but it would be a good idea to spread them out.

Trustee Elia suggested that we review our bill-paying process to see how it compares to the procedure recommended in the training. President Hempson asked Treasurer Hagen to review this at next month's meeting.

Director Marquis said that the slides from the training will be shared with all trustees. Any trustees who did not attend the online session are encouraged to read through this information.

Director Marquis' Review: President Hempson asked trustees to share any comments on the management of the library with him or Vice President Guske over the next week before the formal review is given.

### **Nominating Committee Report:**

Nomination: President Hempson made a motion that, based on the recommendation of the Nominating Committee, Meghann Sandak be appointed to the Skaneateles Library Board of Trustees. The motion was seconded by Treasurer Hagen. The motion passed unanimously.

President Hempson thanked the committee for their work and Trustee Zepp for recommending Meghann. He welcomed Meghann to the Board and said that an orientation will be set up including the NY State Library Trustee Handbook, current committees and an overview of current library projects.

Resignation: President Hempson announced that Tara Lynn has resigned from the Board. Tara was recently elected as a Village Trustee. She will be missed on our board, but Tara has agreed to remain as a community member on our Communication Committee.

### **Library Director's Report:**

The report was emailed on Friday. Starting next Monday, appointments will not be required to visit the library. There will still be a limit on the number of people allowed in the building. Director Marquis explained that during the following times, only curbside service will be available as only one staff member is scheduled: Monday and Wednesday 5-8 PM and Sunday from 12-4. Director Marquis will be hiring pages to return to full staffing.

Book Sale: We have received approval from the Village to use the Village bays for the book sale for the weekends of July 16-18 (books at the regular book sale price) and July 24-25 from 2-4 PM for the "Bag Sale" of remaining books.

Mary Giroux, who is organizing the book sale along with Paula Conan, reported that more information will be available to the board in May. We will need board members to act as shift supervisors, to assist with recruiting volunteers, etc. Mary and Director Marquis will be meeting with the police chief since the police will be using some of the space in the bays this summer. They will determine what space we will have available for the sale. We will not be taking any book donations because we have all the donations from last year and will have less space available this year, plus tables will need to be spaced further apart.

President Hempson thanked Mary Giroux for getting the sale organized.

### **Treasurer's Report:**

The financial reports were previously emailed to the board. Treasurer Hagen reported that we are six months into the fiscal year and have used less than 50% of the expense budget which is good news. We received a loan in the amount of \$52,477 from NBT Bank in the second round of the government Payroll Protection Plan (PPP) loans. This amount is not reflected in the current financials. The Capital Reserves value should have been \$399,304 and next month's balance sheet will reflect the correct numbers.

### **Communication Committee Report:**

Vice President Guske reported that the committee has given 7 zoom presentations to community groups to share the library's future plans. The committee has sent videos and materials to three other groups for informal presentations. Please let her know if you have any groups that you could help us network with. We receive excellent feedback from these presentations including concerns, ideas, and topics which need to be clarified. The committee is working on a short "elevator speech" that board members will be able to use as a short summary to explain the library's plans and goals. Vice President Guske thanked Fran McCormack and Lori Ruhlman who have been assisting with scheduling small groups.

### **Fund Raising Committee Update:**

President Hempson reported that the committee has reviewed proposals from three consulting groups. They followed up with two of the groups. The committee is recommending hiring the George Agency of Cazenovia which would be a good match with our situation. The agency has the capacity to get started and references checked out favorably. Our new trustee, Meghann Sandak, worked for the George Agency in the past as a consultant. The agreement was emailed previously to board members for review. Discussion ensued. Phase One would determine if raising \$10 million is feasible. We could hire the George Agency for portions, or all, of the necessary fund-raising organization work. They would assist with evaluation of whether we have the internal talent to accomplish some of the steps. Board training would be included so that trustees would be able to effectively reach out to potential donors.

Trustee Elia asked about deliverables. Vice President Guske responded that the committee met three times with the George Agency and discussed specific deliverables and board training. Trustee Elia pointed out that fund-raising is a long road that will continue beyond this contract. Vice President Guske stated that the consultants would assist in planning the next phases beyond this contract before actual fund-raising begins.

Trustee DeMasi asked if having the consultants interview potential donors that the board identifies would be premature since we do not yet have the site or preliminary drawings. President Hempson replied that the committee discussed this question and the consultants recommended that we would not be premature as it will give donors an opportunity to give input into plans as they are being developed. The purchase agreement for the site will be finalized soon. Vice President Guske said that in a small town many board members know potential donors and we are looking at a hybrid approach with the consultants to develop relationships for long term support.

President Hempson thanked the committee and Trustee Elia for their assistance with identifying a consultant.

President Hempson made a motion that we hire the George Agency as a consultant for Phase One of fund-raising as outlined in the agreement which was shared with trustees via email. Trustee Palmieri seconded the motion. The motion passed unanimously.

### **49 East Genesee Street Committee:**

Vice President Guske reported that we are using the NY State library construction grant. We were fortunate to receive a 75% / 25% match. We received \$74,000 in grant funding, with the library matching \$24,000.

Lighting: Jean McGlynn has been assisting Director Marquis with finalizing a proposal on new lighting. Jean's son has provided drone footage of the chimneys before repair work begins.

Front Steps: We have samples of the stone for the front step construction.

Barrow West Entrance: The plans will be reviewed by the Village Historic Preservation committee on April 19.

Lift Update: A local architect is working on the best location for an interior lift to give access to the second floor. We are hoping to get NY State construction grant funding to assist with this.

**Barrow Update:**

President Hempson reported that drawings for the west entrance have been revised. Over 300 paintings have been documented digitally in an online catalog system. A cloud-based online system has been set up for scheduling docents. Director Perry has been contacting those who have paintings on loan through the “Borrow a Barrow” program and is now tracking the loans through a new online system.

**Public comment period:**

Vice President Guske reminded everyone that updated information is being put on the library website regarding work on the existing building and plans for a future library building. Any comments should be sent to the email address on the website.

Fran McCormack asked about the PPP loans being used for staff salaries. Treasurer Hagen responded that although our tax funding did not change last year, we had a drop in income because we were not able to hold the book sale, our largest fund-raiser, which contributes to the budget. Along with the decrease in income, there were increased costs related to Covid: cleaning supplies, plexiglass, supplies for curbside pick-up and the costs of downloadables which saw a dramatic increase in use during the pandemic. We were able to apply for the second round of PPP loans because of the decline in income during 2020. Director Marquis added that our book sale this summer will be smaller because of covid restrictions and less space available in the Village bays so we do not know what kind of income the sale will generate.

Carol Young asked about progress in separating the Library Board from the Barrow Gallery Board. President Hempson responded that establishing a separate Board for the Barrow is part of the Barrow Gallery’s 3- year Long Range plan. The Barrow Trust designated one board when it was written. We have looked into the legal costs and will be formulating a fund-raising plan as this process will be quite expensive.

President Hempson thanked all the committee work that has been ongoing. He thanked Director Marquis and the library staff as well as the community members who are all assisting with committees.

**Adjourn Regular Meeting – 7:41 PM**

**Next Meeting: Tuesday, May 11, 2021 – 6:30 PM (Zoom meeting)**

**Submitted by Danette Davis, Secretary**