

**Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday May 11, 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, Scott Elia, Dave Lee, Bob Lotkowitz, Maura Molnar, Larry Palmieri, Amy Roller, Meghann Sandak, Katrina Zepp. **Staff:** Library Director Nickie Marquis, Librarian Deanna King.

Absent: Ralph DeMasi, Laurie Spencer

Members of the Public in attendance: Diane Fellerman, Meg George (George Development Group), Fran McCormack, Carol Young, John Young

Call to order: 6:30 PM

Public Comment Period:

No comments

Approval of the Minutes:

The April 13, 2021 Regular Meeting Minutes were approved.

President's Report:

Fennell Street Update: Since the December 2019 decision to build a new library and the October 2020 selection of the Fennell Street site, board committees have been working steadily to maintain the existing library building and also plan for a flexible new building which meets the community's needs for future generations.

- We have received two historic preservation approvals: 1) front step renovation at 49 E. Genesee St. and 2) west side entrance to the Barrow Gallery.
- Communications Committee has been meeting with community groups to present the library's plans. President Hempson and Vice President Guske met with the school district superintendent.
- We hired a fund-raising consulting firm.
- A new director was hired for the Barrow Gallery.
- An initial environmental assessment was performed at Fennell Street with an engineering firm.
- The Building Committee has met with architects to discuss possible siting of a building on the Fennell Street site.
- President Hempson and Treasurer Hagen met with the Community Fund.

President Hempson thanked all the committees for their ongoing work.

Library Director's Report:

Re-opening Update: Quarantining of returned items has been discontinued. The interlibrary loan delivery schedule is now three times per week. The Governor has suspended business capacity limits. The library falls under two categories: "retail space" and "office space". The Governor has not changed the requirement for 6' distancing between people, so the library will still need to maintain limits on how many people can be in the building at one time (including staff).

Vice President Guske questioned the decrease in the number of downloadable items in April in the statistics portion of the report. Director Marquis said this may have been due to the nice weather and people being outdoors as well as many people beginning to travel after the pandemic shut-downs. Downloadable usage was up significantly during the past year with so many people being at home.

Trustee Elia noted that Lynda by LinkedIn is available to library patrons and commented on this excellent online learning resource.

Book Sale: The book sale will be held July 16-18 (books at the regular book sale price) and July 24-25 for the "Bag Sale" of remaining books. We will have about 2/3 of the space in the Village bays, plus we also need to observe covid space limits, so it will be a smaller sale this year. We will therefore need fewer volunteers per shift. Director Marquis will send a sign-up schedule digitally so trustees can sign up for shifts.

The Rescue Mission will not take the remaining books at the end of the sale this year. However, Rotary will still take some and we have contracted with Better World Books which will take many of the leftovers.

Monthly Policy Review: The Circulation of Materials policy was emailed last week to trustees. Director Marquis went over recommended changes to the policy. She recommends removing specific loan periods from the policy as we would need to keep revising the policy when new types of items are added to the collection. A general statement is more appropriate for a policy, "Loan periods vary by item type and demand".

The Renewals section of the policy had mentioned "Rapid Reads" (which we no longer use) and "Fast Flicks". She recommends leaving off these specific phrases in lieu of more general wording.

Limits – the only check-out limit the library observes is a total of 100 items.

Director Marquis recommends adding the phrase "Some items may be restricted to residents of the Skaneateles school district." She noted that currently this would apply to internet Hotspots which are in high demand.

Overdue fees are suspended through the end of June due to the covid pandemic. There are never overdue fees on children's or teen items.

Monetary Limits: If a patron owes over \$15 their borrowing privileges are suspended. We participate in an Item Recovery Program which is administered through OCPL. The UMS Agency contacts patrons who owe \$100 or more for lost items which were never returned to the library. A \$10 fee is added to an account to recover the fee that we pay the agency.

Trustee Carey made a motion to approve the revised Circulation of Materials policy. Trustee Elia seconded the motion. The motion passed unanimously.

Treasurer's Report:

The financial reports were previously emailed to the board. Treasurer Hagen reported that we are in a good financial position with the budget.

Treasurer Hagen reviewed the bill paying process for the library: Director Marquis approves invoices which are received. Bookkeeper Betsy Carter writes the checks. Treasurer Hagen meets with the bookkeeper twice a month and signs the checks. Invoices over \$2,000 require two signatures per the by-laws.

Trustee Elia thanked Treasurer Hagen for reviewing the process as this was recommended in the recent trustee training.

Vice President Guske commented that the training recommended that trustees be made aware of what expenses are being paid.

Director Marquis said that she can run a list of all the checks written each month. After discussion, the consensus was that this list will be distributed to trustees next month.

Fund Raising Committee Update:

President Hempson introduced Meg George from the George Development Group, which we have hired as fund-raising consultants. She and her husband, Phil George, run the company which advises non-profit organizations on how to streamline fund raising for long-term relationships. They will interview about a dozen people to get feedback from potential donors and foundation representatives. They determine capacity to donate as well as the desire to contribute. Work with the board and library director is already underway to create a compelling Case for Support, which will also include information the Communication Committee has been using in presentations to the community. The Case for Support shows that we have done our homework on what the community wants. It includes community feedback and explains why the goal is important, what it will accomplish for the community and how much it will cost.

The George Development Group will be scheduling a board training session so that trustees understand their roles in the fund-raising campaign. Meg explained that 90% of a fund-raising campaign comes from 10% or less of the donors. This needs to be secured early in the campaign. President Hempson thanked Meg for attending.

Communication Committee Report:

The committee met April 14 and Director Marquis emailed a 1-page summary of plans for the existing building and for a new building.

Vice President Guske reported that the committee has given 9 presentations to share the library's future plans with community groups. The presentation materials were sent to 3 other groups. The Fire Department was the first in-person presentation. A copy of the presentation was sent to those who did not attend in person. The committee will do a hybrid presentation for SAVES (some people will attend in-person, others will attend via Zoom). Other presentations are planned for the Elementary PTC, the school board, as well as outreach to Spafford and Mottville.

49 East Genesee Street Committee:

Vice President Guske reported that work on the library's front steps will begin on Monday. The committee is working on the 2021 construction grant application, hoping to receive assistance with refurbishing the front windows and installing a lift to the second floor.

Barrow Update:

President Hempson reported that an additional \$8,000 needs to be raised to fund the new entrance for the Barrow Gallery. They will be selling merchandise at the library book sale in July with the hope of raising about \$2,500 from these sales.

Public comment period:

There were no comments.

Executive Session:

A motion was made by Trustee Elia for the board to go into Executive Session for the purpose of real estate. President Hempson invited Director Marquis to attend. The motion was seconded by Trustee Lotkowitz. The motion passed unanimously.

The Executive Session began at 7:36 PM. The public signed out of the Zoom meeting.

Trustee Elia made a motion to end the Executive Session. The motion was seconded by Vice President Guske. The motion passed unanimously and the board left Executive Session at 8:09 PM.

Vote on Purchase Agreement:

President Hempson made a motion to finalize the purchase agreement for the site on Fennell Street after review by Doreen Simmons, Trustee Arroyo and the Executive Committee. The motion was seconded by Treasurer Hagen. The motion passed unanimously.

Adjourn Regular Meeting – 8:14 PM

**Next Meeting: Tuesday, June 8, 2021 – 6:30 PM (Zoom meeting)
Submitted by Danette Davis, Secretary**