

**Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday August 10, 2021**

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, **Trustees:** Dave Lee, Maura Molnar, Larry Palmieri, Ralph DeMasi, Meghann Sandak, , Katrina Zepp. **Staff:** Library Director Nickie Marquis

Present via Zoom: Manny Arroyo, Scott Elia, Bob Lotkowictz, Amy Rolleri, Librarian Deanna King.

Absent: Karen Morrissey Bedard, Patti Carey, Treasurer Andrew Hagen, Laurie Spencer

Members of the Public in attendance via Zoom: Diane Fellerman

Call to order: 6:33 PM

Public Comment Period: No comments.

Approval of the Minutes:

The June 8, 2021 Regular Meeting Minutes were approved.

President's Report:

Book Sale thank you: President Hempson thanked the trustees for their help with this year's book sale. The Library Information table at the book sale with handouts and a map showing the Fennell Street site was a success as it started many conversations, and a couple of people volunteered to join our committees. The materials were prepared by the Communications Committee and were very well received.

Mary Giroux did an excellent job leading the book sale, taking over from Paula Conan who led the successful sales for several years. Paula helped with the sale again this year. This was our best year ever with revenue of over \$25,000 and there were not a lot of books left over. Having the sale over two weekends, and accepting credit cards this year for the first time, contributed to sales. The library will be accepting donations again after Labor Day.

Fennell Street Site Update: There were no requests filed with the Town for a referendum. President Hempson plans to sign the purchase agreement with the Town later this week. He thanked the Communications Committee for their community information sessions and for laying the groundwork for public support for the project.

Library Director's Report:

The Director's report was emailed to trustees on Friday. It stated that we have added Mango Languages and a Gale Business database as online resources. Programs are continuing to be planned online due to continuing COVID levels. Director Marquis said that children's librarian Mary Beth has planned lots of activities for summer reading which are popular. We are using different prizes for children this year including little succulent plants, interactive items and more, and have received positive feedback from children and parents.

COVID concerns: The library is recommending masks for everyone whether they have been vaccinated or not.

Monthly Policy Review - Archive Policy: Director Marquis had emailed this new policy to board members. It covers what to preserve in our archive collection based on what fits the library collection vs. which items would fit better in the Historical Society at the Creamery or at other locations. Geralyn Huba, Peg Whitehouse and Kihm Winship have been assisting with reviewing the archives. The policy is needed for de-accessioning items and states that board approval is needed in this process. Some items could possibly be sold and the policy states that the proceeds would benefit the library. The policy also covers the process for accepting items for the collection.

Trustee Elia commented on Geralyn's expertise in assisting us with this process. The policy is well-written and covers much of what was discussed earlier when the board was de-accessioning fossils.

Vice President Guske suggested that any funds from sales could be used to better preserve what we keep in the archives.

Trustee DeMasi made a motion to approve the Archive Policy. The motion was seconded by Vice President Guske. The motion passed unanimously.

OCPL Memorandum of Understanding introduction: Director Marquis stated that there has been an MOU between the Onondaga County Public Library system and the member libraries. This is a new, updated agreement. She will email it to board members and hopefully it can be approved at the September meeting. It outlines the responsibilities of each party and the fees that members are charged for the services which OCPL provide to the libraries. There has been an annual increase in fees of approximately 2% in recent years. With the new MOU, the fee that we pay would increase from \$4,400 to \$6,700.

Treasurer's Report:

Operating Report and Financials: The financial reports were previously emailed to the board. Vice President Guske reported that we are in good shape with the Balance Sheet and that the Monthly Report is at 83% for the year and includes the summer book sale. We are under on the expense column due to COVID. Plans are to review next year's budget at the September meeting.

Trustee Elia asked about the list of monthly checks which were included with the financial reports. President Hempson responded that this is considered one of the best board practices which we learned about during our trustee training session earlier this year. It gives the board information on what expenses are being paid for each month. Also, Trustee Molnar was added as an additional person to review the checks monthly before the bookkeeper pays the bills.

The Finance Committee members are Treasurer Hagen, Vice President Guske, Trustees Molnar, Palmieri and Zepp.

Communication Committee Report:

Book Sale Information Table recap: Vice President Guske reported that the committee met in July to prepare the materials for the information table at the book sale. She thanked trustees Morrissey Bedard, Sandak, and librarian Deanna King for their assistance. She passed out more of the informational handouts on the library's plans and encouraged board members to share them with friends and neighbors.

Next Steps: The committee is continuing to give informational presentations. Upcoming presentations will be with local realtors, a young mothers' group and the elementary PTC.

Susan Mark, director of the Skaneateles Festival, suggested that the library put an ad in the festival's program outlining the library's plans. The festival has provided a ½ page pro bono ad space.

Fundraising Committee Update:

The George Development Group Progress report: President Hempson reported that the committee is still working on finding a lead donor. They are also reaching out to a number of other potential donors who might be willing to meet with GDG to learn the library's goals and to provide us with their feedback. He encouraged board members to go on the Share Point site and add your name next to anyone on the list with whom you have a personal connection.

49 East Genesee Street Committee:

Vice President Guske reported that we are finishing up three phases of the construction grant which the library received:

Front Steps: We are still waiting for the railings for the steps as well as some stone edging.

Lighting: Plans are being finalized for new overhead lighting both upstairs and on the main floor. The committee has been utilizing a lighting consultant and input from local architect, Bill Murphy, as well as library architect, Lisa Hayes.

Chimneys: Repair work is the third part of the grant.

Lift Update: The committee is putting together the 2021/22 construction grant application which is due on Friday. The grant would be for a lift to provide access to the second floor. Vice President Guske passed around drawings for what the lift and an enclosure would look like on both the first and second floor.

2021/22 NYS Library Grant Application – match and funding: It is anticipated that there will only be a 50% match available this year for the grant. The estimated cost is \$125,000 for the lift, enclosure, and some shelving to replace shelving which will need to be removed for construction. We need to set aside 50% of this to be able to match the grant funds.

Vice President Guske made a motion to set aside \$62,500 for the matching amount for the grant. The motion was seconded by Trustee Molnar. The motion passed unanimously.

Barrow Update:

New Entrance: President Hempson passed around a drawing of the proposed new entrance, He reported that funds have been raised.

Sign: The new sign on the State Street side is up.

Curbstone: Patience Brewster generously donated greeting cards and other merchandise with proceeds to benefit the gallery. President Hempson thanked Trustee Roller for the time and hard work she put into selling this merchandise both in her barn at home and at the downtown Sidewalk Sales. Over \$10,000 was raised.

Reception: President Hempson sent a thank you note to Patience Brewster, and also discussed holding a thank you reception for her. She told him she appreciated his kind note but did not need a reception. The Management Committee will discuss a reception, with a possible date of October 2.

Public comment period:

Diane Fellerman asked board members to please state their names when speaking as those attending on Zoom cannot see everyone in the room. She asked if there is a list of potential donors which was compiled during Project Bookends a few years ago. She agreed that a personal connection to donors is important.

She asked who the lighting consultant is for the 49 E. Genesee St. project. Vice President Guske responded that local architect Bill Murphy had recommended Dick Cunningham of VBC Lighting as a consultant. Jean McGlynn has also provided design assistance.

Diane recommended that the library try to get newspaper coverage of what is happening at 49 E. Genesee Street.

Adjourn Regular Meeting – 7:37 PM

Next Meeting: Tuesday, September 14, 2021 – 6:30 PM

Submitted by Danette Davis, Secretary