

**Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday October 12, 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, Treasurer Andrew Hagen, Secretary Danette Davis, **Trustees:** Manny Arroyo, Karen Morrissey Bedard, Patti Carey, Ralph DeMasi, Scott Elia, Dave Lee, Maura Molnar, Larry Palmieri, Amy Rolleri, Meghann Sandak, Laurie Spencer, Katrina Zepp. **Staff:** Library Director Nickie Marquis, Deanna King, librarian.

Absent: Bob Lotkowitz

Members of the Public: Roy Allen, Diane Fellerman, Fran McCormack

Call to order: 6:30 PM

Public Comment Period: No comments.

Approval of the Minutes: The September 14, 2021 Regular Meeting Minutes were approved.

President's Report:

Fennell Street Site Update: Plumley Engineering has completed Phase 1 and 2 of the environmental reports. Nothing different was found than in the previous 18 test holes and there were no red flags. Residual contaminants are below the level that would require reporting.

Building Committee: The committee, which had formerly been the Site Committee, will convene next week with President Hempson and Trustee Elia as co-chairs. The committee will go over the environmental reports from Plumley Engineering and will begin looking at preliminary floor plans for the new building. Community members who have experience in architecture and construction will be recruited for the committee.

2022 Committee Assignments: Trustees should contact President Hempson regarding any committees they are interested in serving on. He has been talking to trustees and will have the final assignments ready for the January organizational meeting.

Library Director's Report:

The Director's report was emailed to trustees on Friday. In addition, a request was made to the School District for dispersal of our tax levy. We have now received the full amount of \$350,000.

Treasurer's Report:

Operating Report and Financials: Treasurer Hagen reported that the fiscal year just ended and that we have received our full tax funding for the upcoming year. The unaudited budget stands at 85% for both income and expenses. Expenses were slightly higher this year and this was met with reserve funds.

Tax Levy Discussion: The Finance Committee will meet to discuss requesting an increase to the tax levy at the next School District vote in the Spring.

Payroll Protection Plan (PPP) Loan: Paperwork has been submitted for forgiveness of the second PPP loan from M&T Bank.

Trustee Elia asked how the PPP loan will affect the budget next year. Treasurer Hagen said that the PPP loan was given by the government to offset lost revenue due to the Covid pandemic. The library was not able to hold its annual book sale in the summer of 2020 and this qualified us for the second PPP loan in the amount of \$52,000. This allowed us to cover expenses including the increased cost of downloadable resources which patrons could access from home.

Vice President Guske added that due to sound fiscal management we do not anticipate needing to withdraw anything from the reserve funds next year. The Finance Committee will be examining multiple-year "looking forward" budgets for future planning.

Communication Committee:

Consultant Proposal Approval: Vice President Guske stated that the committee has received a proposal from Three Needs Creative. It is below market rate as determined by several community members. The two areas of focus which Three Needs Creative would assist with would be 1) the capital campaign and 2) raising awareness in the community of the library's relevance and its available resources.

Vice President Guske made a motion to allow the Communication Committee to proceed with the proposal from Three Needs Creative. Trustee DeMasi seconded the motion. The motion passed with Trustee Bedard abstaining.

The Communication Committee has done a presentation to Howard Hanna Real Estate and will be presenting to the Elementary PTC and young family groups. Trustees should contact the committee regarding any groups that would be interested in seeing a presentation on the library's future plans.

Fundraising Committee:

GDG Progress report: President Hempson stated that the George Development Group has done a feasibility study with ten potential lead donors and they have another meeting this week. They will have a final report next week which will include recommendations on an approach we should take to raise the funds for a new library.

We need to regenerate the enthusiasm which existed for the previous Book Ends project a few years ago. The committee will work on a road map to plan from where we are today.

Director of Philanthropy Position Approval: We have gotten a couple of candidates for the Director of Philanthropy position, which would manage the fundraising campaign. We could contract to continue with the George Development Group or hire our own position. The Executive Committee feels it would be best to hire a Director of Philanthropy.

Trustee Bedard asked about the title of Director of Philanthropy as it might sound like we are pursuing charitable giving. President Hempson replied that the GDG said that it is a typical title, although he is open to other ideas. Trustee Sandak stated that the idea behind the title includes philanthropic investment over time and encouraging donors to continue their support beyond one fundraising effort.

President Hempson hopes to keep the position even after the new building is completed in order to promote ongoing support of the library.

President Hempson made a motion to approve the fundraising position. Funds for the position would come from the fundraising proceeds. Trustee Elia seconded the motion. The motion passed unanimously.

49 East Genesee Street Committee:

Front Steps: Vice President Guske reported that the new railings have been installed for the front steps. She thanked Trustee Dave Lee for the design of the steps and for overseeing the work.

Chimney repairs: The repair work has begun. Trustee Lee said that the crew doing the work reported that the repairs are badly needed. There has been a lot of interior water damage which will be repaired when the chimney and flashing work is done.

Lighting Plan Update: Vice President Guske reported that we have a plan for the new lighting upstairs. The committee is continuing to work on plans for the downstairs lighting which would provide the right amount of proper lighting and aesthetics which would match the style and history of the building.

Lift update: The 2021 grant submission for the lift has received approval from OCPL and SHIPPO. It can now go on to the State. Funds would be received in Fall 2022. We are looking into other grant funding to cover the remainder of the cost, including the Columbian and Emerson foundations.

President Hempson said that we were originally looking into a chair lift, but with further study and the assistance of Trustee Lee, we have come up with a real lift which would be located outside of the library director's office.

The committee is continuing to look at what else can be done at 49 E. Genesee St. until we are able to move to a new building. Trustee Elia asked about ongoing book sales at the library. Mary Giroux, the volunteer book sorters and community members are assisting with ideas for ongoing book sales.

Trustee Spencer asked if anyone is looking into locations for the summer book sale since the Village bays will not be available next year. Vice President Guske stated that Mary Giroux and others have started to send out feelers to see what might be available. We are also looking into selling some donated books online.

The Dickens activities will be entirely outdoors this holiday season. We are looking at using the library porch for a book sale during those weekends.

Geralyn Huba is identifying items in the library that would be more appropriately housed at the Historical Society. Director Marquis explained that she would go over any items they identify. The Board approved an Archive Policy a couple of months ago and would need to vote on deaccessioning any items.

Barrow Update:

President Hempson said that work on the State Street entrance to the Barrow Gallery will begin in the Spring. He thanked Trustee Lee for his assistance with the plans. The fundraising has been completed for this project and President Hempson thanked Trustee Roller for her assistance.

This year's fundraising letter will show a need for restoration work of more paintings. The letters will be sent soon.

At the quarterly Barrow meeting an excellent presentation was given by Doug Whitehouse showing the new branding work that has been done for the Gallery.

Public comment period: No comments.

President Hempson is looking at recruiting a few new board members for next year. He has received some recommendations and he encourages trustees to give suggestions, especially for anyone with architectural or construction experience. The Nominating Committee will convene in November.

Adjourn Regular Meeting – 7:20 PM

Next Meeting: Tuesday, November 9, 2021 – 6:30 PM, Zoom Meeting

Submitted by Danette Davis, Secretary