

**Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday November 9, 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:** Karen Morrissey Bedard, Ralph DeMasi, Scott Elia, Bob Lotkowitz, Maura Molnar, Larry Palmieri, Amy Roller, Meghann Sandak, Laurie Spencer, Katrina Zepp. **Staff:** Library Director Nickie Marquis, Deanna King, librarian.

Absent: Manny Arroyo, Patti Carey, Dave Lee

Members of the Public: Diane Fellerman, Fran McCormack

Call to order: 6:30 PM

Public Comment Period: Diane Fellerman commented that she appreciates the informative communications from the library.

Approval of the Minutes:

The October 12, 2021 Regular Meeting Minutes were approved.

President's Report:

Recognition of Nickie Marquis: Mary Bobinski Innovative Library Director's Award

President Hempson recognized Director Marquis for being awarded the Mary Bobinski Innovative Library Director Award which she received on Friday at the New York Library Association meeting (NYLA). This award is presented to the director of a public library who has implemented innovative programs which have increased financial support or increased program attendance and increased awareness of library resources. President Hempson praised Director Marquis for her ongoing work to add a variety of resources and programs, including increasing the library's digital presence during the pandemic.

Trustee Spencer mentioned that it was library staff who nominated Director Marquis and who then asked board members to write letters of support. Director Marquis said that running the

library and meeting the many challenges during Covid was a team effort with the entire library staff. She praised the staff for their dedication to the library and to serving our community.

Fennell Street Site Update:

The Building Committee met with Plumley Engineering to review the results of Phase 1 and 2 of the environmental reports. Results of these studies were favorable. The test pits and wells to test the ground water were all located near where the old Standard Oil tanks had been in the past. The committee felt that out of an abundance of caution we should also do a couple of tests further back on the site to verify that there are no problems there either.

Building Committee:

As well as meeting with Plumley Engineering, the committee reviewed preliminary drawings on how to potentially situate a building on the site.

2022 Committee Assignments:

President Hempson reviewed the assignments. Vice President Guske will serve as President and President Hempson will serve as Vice President with Trustee Sandak as Secretary and Trustee Molnar as Treasurer. Trustee Rolleri will serve as President of the Barrow Gallery Board with Trustee Zepp as Vice President.

The Fund-Raising Committee will be a critical committee in the upcoming year. Treasurer Hagen will chair the committee. We are reaching out to community members who could serve on a Capital Campaign Advisory group. The first order of business will be hiring a Director of Philanthropy.

President Hempson asked for any recommendations of community members with architecture or construction experience who might serve on the Building Committee. Trustee Bedard asked what specific skills the committee would be looking for. President Hempson responded that it would include such things as building layout and flow, landscaping the odd-shaped site, air handling, especially with Covid related concerns, parking, lighting, and energy usage.

Director Marquis stated that we will be hiring experts, but that having committee members who are familiar with these areas will assist with decision making. She also hopes to find community members with design talent to assist with aesthetic decisions. Trustee Elia added that assistance is needed in selecting the exterior look of the building.

Library Director's Report:

The Director's report was emailed to trustees on Friday. Director Marquis is excited about the Toniebox sets for young children. These imagination-building, screen-free digital listening kits play stories, songs and more. Children's librarian, Mary Beth, will also be able to record her voice reading stories.

OCPL is returning to a 5-day interlibrary loan delivery schedule for the first time since the Covid shut-downs. Patrons will now be able to receive their requests quicker.

Vice President Guske suggested that we have a short demo of new resources at each board meeting. Director Marquis said that the Tonieboxes will be ready soon and she will be able to demonstrate them.

Director Marquis reported that she has been interviewing candidates for the Adult Services/Assistant Director position. She is conducting second interviews for the two finalists and hopes to have someone in place by mid-December.

Treasurer's Report:

Operating Report and Financials:

Financial statements were emailed last week to the board. Treasurer Hagen reported that we received the full amount of tax funding in October.

Payroll Protection Plan (PPP) Loan:

Our application for forgiveness of the second PPP loan was accepted last week. President Hempson thanked Treasurer Hagen and the Finance Committee for taking advantage of the PPP opportunities.

Tax Levy Discussion:

Prior to 2016, Skaneateles was one of only two libraries in the state of New York which received no tax support. The library relied on donations, the used book sale and income from investments. However, the draw-down of the investments was going to leave the library in a difficult financial position before long.

Treasurer Hagen reviewed that an informational campaign was conducted to raise awareness of the situation and to garner support for tax funding. Since receiving tax funding in 2016, we have not requested an increase in funding although expenses have continued to rise. Materials put together by the Finance Committee regarding a tax levy increase will be distributed to board members. Please direct any questions or comments to Treasurer Hagen or Trustee Molnar. Vice President Guske added that research has been done on how other libraries in Onondaga County have been handling their requests for increased tax funding.

Communication Committee:

Consultant Proposal approval:

Vice President Guske reported that we have hired Three Needs Creative for marketing and strategy assistance with the capital campaign. They will also be developing ideas to increase the visibility of the library including increasing our Facebook profile and looking into Instagram as well as working on a short promotional video.

Librarian Deanna King helped to put together three ads which were included in the theater program for the recent high school play. This was an excellent way to increase the library's visibility in the community.

Trustee Bedard stated that Three Needs Creative has begun the strategic phase, developing concepts and visuals which will be presented to the Communications Committee. They will then be developing materials to present to potential donors.

Vice President Guske encouraged everyone to share committee minutes and other materials on the SharePoint drive so that all board members can keep up with all the work being done by different committees.

Fund-Raising Committee:

GDG final report review:

President Hempson reported that last week's meeting was postponed so that the committee can first meet with the George Development Group to go over the feasibility report. The GDG is finishing up a couple of interviews. The committee will be meeting with GDG for a recommendation on strategy going forward. We are considering a 2½ day per week schedule for the Director of Philanthropy position.

The committee is also working with Three Needs Creative to show how a new library will generate value for the community. They will use feedback about community needs which we have been gathering from the public.

Vice President Guske stated that fund raising needs to be a community effort. Continuing communication is critical as Director Marquis reported that a patron recently called to schedule a tech help appointment and asked if the library had moved yet to the new location.

49 East Genesee Street Committee:

Vice President Guske reported that repair work is proceeding on the chimneys with repointing the masonry and repairing flashing.

We have received approval for the next construction grant which will be for a lift in the library to provide accessibility to the second floor. The committee is working with Trustee Lee to examine bids and determine how work on the lift could proceed at the same time as work on the new Barrow entrance.

The Book Sale Committee is gathering donated books for a limited Dickens Christmas sale. The majority of Dickens events in the village will take place outdoors this year.

Barrow Update:

President Hempson reported that the annual fundraising letters have been mailed. Funds raised this year will go towards assessing the condition of the paintings and restoration work. The gallery is also looking into a possible small annex in the future to store paintings instead of using storage space upstairs in the library.

The Barrow Gallery will be holding a Christmas celebration on December 3rd from 4-6 PM and all are welcome. Lighting of the creche and caroling will begin at 6:00 along with the First Friday events around the Village.

The Barrow Management committee is researching the separation of the library board from the Barrow board and what steps this would entail. We hope to accomplish this before the library moves to a new building.

Public comment period:

No comments.

President Hempson reviewed the many accomplishments over the last couple of years and all the work that has gone into furthering the library's goals.

Adjourn Regular Meeting – 7:25 PM

Next Meeting: Tuesday, December 14, 2021 – 6:30 PM (Zoom Meeting)

The Annual Meeting will be held the last Thursday in January.

Submitted by Danette Davis, Secretary

Attached: Board of Trustees Proposed 2022 Committee Assignments

Skaneateles Library Association
Board of Trustees – Proposed 2022 Committee Assignments

Executive Committee:

Susanne Guske, President
Dave Hempson, Vice President
Meghann Sandak, Secretary
Maura Molnar, Treasurer
Nickie Marquis, Library Director*

? Paula Conan (Community member)

Book Sale Committee:

Mary Giroux - Book Sale Leader
Danette Davis (community member)
David Lee

Finance Committee:

Maura Molnar – Chair

Susanne Guske
Larry Palmieri
Katrina Zepp
Andrew Hagan

Nominating Committee:

Dave Hempson – Chair

Susanne Guske
Dave Graham (community member)
Todd Marshall (community member)
Peg Whitehouse (community member)

Communications Committee:

Susanne Guske - Chair

Karen Bedard
Dave Hempson
Larry Palmieri
Meghann Sandak
Courtney Alexander (Town Board)
Tara Lynn (Village Board)
Carol Stokes-Cawley (community member)
Jason Persse (Community member)
Fran McCormack (community meetings)
Lori Ruhlman (advisor)

49 E. Genesee Street Committee:

Susanne Guske - Chair

Dave Hempson
Manuel Arroyo
David Lee
Ralph DeMasi
Ali Perry, Barrow Director
?Geraldyn Huba (community member)
Jean McGlynn (community member)
Kim Persse (community member)

Building Committee:

Scott Elia – Co-Chair

Dave Hempson Co-Chair

Susanne Guske
Bob Lotkowitz
Manuel Arroyo
Ralph DeMasi
Fran McCormack (community member)
?Alan or Linda Dolmatch (community member)
Recruitment -Architect/Construction experience

Personnel Committee:

Susanne Guske - Chair

Dave Hempson

Fund Raising Committee:

Andrew Hagen - Chair

Dave Hempson
Larry Palmieri
Susanne Guske
Patti Carey
Diane Fellerman (community member)
Recruitment = Community Networks

Barrow Board Committee:

Amy Rolleri, President

Katrina Zepp Vice President

Eileen Chiafair - Secretary

Maura Molnar
Dave Hempson
Jason Persse

Capital Campaign Advisory- community members

Jackie Miron

Friends of the Library

Liaison to volunteers/supporters' group-TBD
? Fran McCormack (Community member)
? Dave Graham (Community member)
? Danette Davis (Community member)

Governance Committee:

Susanne Guske
Dave Hempson
Manuel Arroyo
Ralph DeMasi