



**Skaneateles Library Association  
Board of Directors  
Regular Meeting Minutes  
Tuesday, February 8, 2022  
(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 Susanne Guske, Vice President Dave Hempson, Treasurer Maura Molnar, Secretary Meghann Sandak. **Trustees:** Patti Carey, Ralph DeMasi, Andrew Hagen, Dave Lee, Bob Lotkowitz, Larry Palmieri, Amy Roller, Katrina Zepp. **Staff:** Library Director Nickie Marquis, Librarian Andrea Snyder, Bookkeeper Betsy Carter.

**Absent:** Manuel Arroyo, Karen Morrissey Bedard, Scott Elia

**Members of the Public:** Diane Fellerman, Assemblyman John Lemondes, Fran McCormack

**Call to order:** 6:32 p.m.

President Guske called the meeting to order, first reminding that this could be the last Zoom meeting depending on the evolution of current state mandates. More information will be shared in advance of the next meeting, which she suspects will likely be a hybrid (in-person/virtual) meeting.

**Public Comment Period:** (None)

**Approval of the Minutes**

President Guske made note of one correction to the January 27, 2022 Annual Meeting Minutes. Under the Treasurer's Report, the Minutes read: "The Finance Committee will be voting on a transfer of funds in the amount of \$99,568.97 from the investments to the operation of the library." The amended Minutes should instead read: "The Finance Committee may be recommending a vote to withdraw \$99,568.97 from our investments to the library's reserves."

The January 27, 2022 Annual Meeting Minutes were approved as amended.

**Welcome Assemblyman John Lemondes, District 126**

Assemblyman Lemondes shared that he was able to secure \$3,000 in state funding for the library. Assemblyman Lemondes shared his love of libraries and his wish that the money will be helpful to the library. He hopes to join a future meeting in person. President Guske mentioned plans for the new library building and the renovation plans for the current building.

Assemblyman Lemondes recommended reaching out to him to set up a tour of 49 E. Genesee and to hear about plans for the new site.

### **President's Report**

President Guske thanked Assemblyman Lemondes for his support of the library.

Staff has reported an uptick in door count and are planning programs and implementation of new tools for community outreach as in-person engagement becomes more feasible.

President Guske recognized the contributions of outgoing President Dave Hempson, who has agreed to stay on as Vice President.

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

#### Monthly Report Highlights

Library Director Marquis updated the Board that 125 events were held since October with 1,233 patrons in attendance. This is ahead of last year when we were unable to offer as much programming. Staff are excited to ramp up activity.

#### Microfilm Reader

The Library has an old, bulky microfilm machine that is rarely used. All of the microfilm the library has is now saved in a searchable PDF. Patrons can search these on an external hard drive rather than having to go upstairs to use the machine. To help make some room for the elevator and other upstairs needs, Director Marquis would like to donate the machine to the Skaneateles Historical Society. They have one of their own but are interested in also making use of this one. The machine's estimated value is \$500 and was purchased used in the early 2000s. Staff has investigated whether or not it can be sold, and has yet to find a buyer. The Library will look into buying a more modern machine in the future when funds are available, but it is not a critical need at this time. The Board voted in favor of donating the machine to the Skaneateles Historical Society.

12 voted in Favor, 0 Opposed, 0 Abstentions

#### Digital Resources Demo "Mango"

Librarian Snyder shared that the Library purchased access to Mango last year, and usage has been incredibly high. Mango offers interactive lessons in over 70 languages that are focused on conversation. It can be used as app or through browser via the library website. Lessons cover listening, speaking, reading, and writing. Some lessons feature video and Google translation is also embedded in the program.

Librarian Snyder encouraged Trustees to help get the word out that this is available. Vice President Hempson asked if we have let the high school language teachers know that it is available. President Guske suggested adding it to the agenda for her upcoming meeting with the Superintendent and Assistant Superintendent.

### **Treasurer's Report**

#### Operating Report and Financials:

Financial statements for the last four months ending January 31 were emailed last week to the board. Treasurer Molnar shared that operating income and expense are right where we would expect them to be, and that we are on budget one-third of the way through the year.

Bookkeeper Carter is getting Treasurer Molnar up to speed on how things are classified and how she keeps the books.

Annual reports reconciliation:

In January the Library received the draft 990 and draft review Financial Statement from the accountants Buffington & Hoatland. Bookkeeper Carter, Director Marquis and the Finance committee have reviewed the documents. Any adjustments made by the accountants are typical for closing out books at the end of the year.

Elaine from Buffington & Hoatland will present the finalized 990 and Financial Statements at the March meeting. The Board will receive copies of those documents in advance so that they can submit questions to Elaine ahead of time.

Change of signers on bank account:

Due to the change in officers, the board must authorize NBT Bank and M&T Bank to change the signers on all library accounts. Director Marquis will remain, and President Guske and Treasurer Molnar will be added as signers. Former President Hempson and former Treasurer Hagen will be removed. Vice President Hempson made the motions to change the signers on all library accounts held at both banks. Trustee Hagen seconded the motion. Motion approved.

12 voted in Favor, 0 Opposed, 0 Abstentions

**Communication Committee**

Approach & Working with SCSD on 4% increase proposition:

The Communications Committee reviewed current materials about the public funding increase and recommended keeping the appeal low key and matter of fact. We will shadow the district's budget communications and continue to work with the district on details. The budget vote is scheduled for May 17, 2022. The Library's proposition will be outlined via an insert in the annual budget newsletter. The proposition's wording has been run by an attorney who has expertise in that area. The Board will vote on any proposed revisions at the March meeting. The proposition will recommend an increase of \$14,000 from \$350,000 for a total of \$364,000.

Expanding the library's visibility in the community:

The Communications Committee is working to help increase our visibility in the community and better communicate all of the good work that the Library has been doing. An Instagram account has been launched. Internally, the committee is looking to develop a calendar for the Board so Trustees know what the major topics are for each committee throughout the year.

**Fund Raising Committee**

Membership:

Trustee Hagen is working to expand membership, and recently got a commitment from Gary Girzadas to rejoin the committee. Gary works in development at Syracuse University and brings vast experience to the committee. Gary was immediately impactful in recommending changes to job description for the Director of Development position. He also has access to a tool he can use to search for foundations in a certain zip code. The Fundraising Committee is looking forward to having his input.

### Collaterals:

A small group is working with Karen Bedard's company, Three Needs Creative, to develop collateral materials for the new building campaign. Trustee Hagen shared that the materials look fantastic and are probably 95% of the way toward completion. The intent is to go to print with those materials on February 14<sup>th</sup>.

President Guske invited Trustees to review the committee roster for 2022 and let her know if anyone wanted to add themselves to a committee and/or change committee assignments. Also, please share if you know any community members that would add value to a particular committee.

### **Fennell Street New Building Committee**

#### Environmental Testing:

We've completed three different environmental assessments. First, the initial test pits a year ago showed some residual petroleum-based materials on site though the findings were below the threshold that required reporting to DEC. We shared that information with the DEC regardless. Plumley Engineering was engaged to do Phase I and Phase II assessments. The Committee received those results and felt it prudent to do two more test pits on the west side. Those tests showed similar results below the threshold that requires reporting to DEC. The Committee has discussed doing a topographical survey to make sure all zoning requirements, setbacks, ADA requirements, etc. would be met. Plumley quoted \$16,000 to do the survey. The Committee put together a request for quotation that was shared with PJO Survey and EDR. Both are interested in providing a quotation. We will need a more definitive site plan and design before we can execute that project. The Committee recently reviewed 25-30 designs and coalesced around a few elements of design as starting points. Contact Vice President Hempton, Trustee Elia, or a member of the Executive Committee for more information.

#### 49 East Genesee Street Committee:

The two New York State Construction grant projects are underway. The 2019 grant is a 25/75 grant that is helping to offset the costs of the front steps, the roofing and flashing work, and interior lighting upgrades. Repair and repainting of the interior walls are not included, and will be covered by the Library's repair and maintenance budget. We are still working on the lighting project and are close to having the orders for the upstairs finalized. Bill Murphy is preparing a few more renderings on options for the first floor that will help address concerns about how certain areas will be lit.

The 2021 grant is a 50/50 matching grant to install the elevator. The Board previously voted to grant the \$50,000, and \$20,000 in donations have already been received to offset the Library's matching portion.

We are working to coordinate all the work as it will require library closure. President Guske made the Board aware we will be slightly over budget which is understandable as these are the first substantial capital projects that we've undertaken in quite some time.

We have started used book sales online and continue to research how other libraries are capitalizing on this opportunity. We are looking to get the Board a draft business plan for used book sales in the near future.

## **Barrow Art Gallery**

### Repair and Maintenance; other projects:

Trustee Rolleri reported that while the gallery has been closed twenty-seven paintings were removed from the vestibule. They have been transported to West Lake Conservators for a condition study which will note how the paintings have begun to break down and to ensure that we are keeping in best shape possible.

### Legal Separation:

We have signed a contract with Marion Hancock Fish. The Barrow group will lead the process.

### Operations Manager:

As reported at the annual meeting, money had been set aside to hire an Operations Manager. Katrina Zepp has been hired to fill that role.

### New Exterior Entrance:

President Guske added that we are on target to start the new exterior entrance sometime in March. David Lee will be the general contractor. The next six months are going to be busy and exciting for 49 E. Genesee, and will also be a bit messy and inconvenient at times.

**Public Comment Period:** (None)

**Adjourn Regular Meeting – 7:22 p.m.**

**Next Meeting: Tuesday, March 8, 2022 at 6:30 PM (likely hybrid meeting)**

**Submitted by Meghann Sandak, Secretary**