



Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday, April 12, 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:** Manuel Arroyo, Patti Carey, Scott Elia, Dave Lee, Larry Palmieri, Amy Rolleri, Katrina Zepp. **Staff:** Library Director Nickie Marquis, Librarian Andrea Snyder.

Absent: Karen Morrissey Bedard, Ralph DeMasi, Andrew Hagen, Bob Lotkowictz.

Members of the Public: Kathryn Carlson, Diane Fellerman, Erin McCormack, Fran McCormack

Call to order: 6:32 p.m.

President Guske called the meeting to order and let attendees know that one of our guests, Ed Kochian, will be unable to join us today. Ed is a Trustee of OCPL and is the liaison for the Skaneateles Library. He will join us at the May meeting. Two of the three trustees that will be voted onto the Board, Kathryn Carlson and Erin McCormack, joined this evening's call.

Public Comment Period: (None)

Approval of the Minutes

President Guske moved to approve the minutes of the March 8, 2022 meeting, and hearing no discussion the minutes were approved.

President's Report

President Guske updated the Board on the status of the 4% increase request. The total request of \$14,000 would be spread over all 9,000 residents of the school district at levels that correspond to their assessed home value (i.e. Home values of \$200,000 will see an increase of less than \$1.50). Treasurer Molnar and a small subset of Communications members have been working with the school district on the proposal. The two-page overview is linked on the

website and has been sent to Trustees. We also worked with the school district to put together a one-page document. At the end of April, the insert provided to the district along with slides from their budget presentation will be mailed to all residents with the budget newsletter. So far the feedback is that not many people will know what is going on and will first see it in this newsletter. We are prepared for questions we may receive. On May 3 at 7 p.m. the Board of Education will have their Community Budget Hearing. The budget vote will take place on May 17. President Guske wants to be sure the Board is well versed on the particulars so that they can respond to questions and/or point people to the website.

President Guske thanked those who were able to help with preparations for the library's closing to install the lift and do wall repair and painting. We also hope to install some of the lights.

As a reminder, Nickie included the Conflict of Interest form in her Board email. All Trustees need to complete that form and return it to Nickie.

The Executive team meets monthly to review budgets and set the upcoming calendar. In May or June we will do a mid-year budget review, as the end of March marks the halfway point of our fiscal year.

Assistant Librarian Andrea Snyder was selected to present at the American Public Libraries conference in April. President Guske commended her for being selected and encouraged trustees to ask her about her presentation.

The painting *Conflicting Faiths* will be going to West Lake Conservators for their review.

Lastly, President Guske wanted to emphasize the importance of Trustee participation in both the capital campaign and in the Barrow's annual appeal. Having 100% participation in those campaigns makes a significant difference in fundraising efforts.

Library Director's Report

Monthly Report Highlights

In response to news in the Post Standard that OCPL city libraries are now fine free, Library Director Marquis reminded the Board that we are currently fine free as well. Lost or damaged items will still need to be paid for. Many libraries stopped collecting overdue fines during the pandemic. The Board discussed continuing this policy last at the September 2021 meeting and agreed to revisit it this September. Please feel free to reach Nickie with any questions regarding fee policy.

Deaccession Recommendations

Volunteers from the Creamery have been doing an inventory of our archives and have made recommendations about where some of the discovered items should go. There are three boxes of deeds from the Law Office of Eugene Stone, which once occupied the part of the current

building known as the Sphinx. Eugene Stone rented the building until 1933, and was once a trustee of the library and the president of the Board. His books and furniture were willed to the library, including these documents. Nickie would like to propose that these documents be donated to the Skaneateles Historical Society where they will be read word for word and documented. The Historical Society will retain them as part of their collection.

There is a second box of documents containing postcards, cancelled stamps, etc. Nickie proposed that the postcards would be better used, displayed and catalogued at the Historical Society, as they are the experts on items like this.

President Guske shared that we expect more items like this to be brought to the Board for deaccession. Vice President Hempson made a motion that the postal collection and three boxes of deeds be donated to the Skaneateles Historical Society. Trustee Carey seconded the motion. Hearing no further discussion, President Guske called for a vote.

11 Voted in Favor, 0 Opposed, 0 Abstentions

Overview of Savannah

Assistant Librarian Snyder gave an overview of Savannah, software being used by the library staff to better understand how local patrons are using the library. Staff hopes to use it to both engage with patrons and reengage with cardholders who aren't using the library as regularly as they could. Once a week Savannah generates a report that illustrates how different clusters of people are engaging with the library (i.e. those who primarily take out audiobooks, adults who take out children's books, etc.). Library staff can use this data to figure out how to connect with them based on what they are interested in. As an example, we will be able to connect with new cardholders by sending 4 automated welcome emails over the span of a few weeks to share information on how to access library resources.

Treasurer's Report

Treasurer Molnar reminded the Board that we are halfway through our fiscal year. The majority of our income is received on in the beginning of our fiscal year. Our two largest sources of income are the tax levy and the book sale. We had a \$1,000 increase in revenue due to a small book sale. In terms of expenses, we are right around the 50% mark except for a few which we expected due to timing differences. The capital reserve account is up this month because we did our annual transfer from investments. That totaled just over \$100,000. These monies can be used out of the capital reserve fund in the next fiscal year (2022-2023). Our investments have gone down, but much of that is due to the annual transfer.

Treasurer Molnar also encouraged Trustees to visit the website and review the tax levy increase information so that we can all be ambassadors for that proposal and answer any questions that arise.

Nominating Committee

Vice President Hempson thanked members of the Nominating Committee, which is comprised of Dave Graham, Peg Whitehouse, Todd Marshall, Laurie Spencer, President Guske and Dave Hempson. The Committee has been working since October of 2021 to find candidates to replace departing Trustees. The Committee has found three outstanding candidates, Erin McCormack, Kathryn Carlson, and Paige Lynch. Each nominee brings with them expertise that will be assets to the Board. Vice President Hempson made a motion that the three candidates are admitted to the Board of Trustees for their first three-year term. President Guske seconded the motion. Hearing no further discussion, she called for a vote.

11 Voted in Favor, 0 Opposed, 0 Abstentions

Vice President Hempson invited Trustees to a meet and greet beginning at 6 p.m. before the May 10 meeting to welcome the three new trustees. The next meeting will take place at the District Office.

Communication Committee

The Communications Committee has been discussing how to promote building stewardship efforts at the current building. President Guske reminded the Board that the decision to add a lift to the current building, making the second floor accessible, was only possible because of the decision to retain the current building, which allowed us to carve out the space we needed in the interior until the library is able to relocate to the new space.

We will plan to do some more small in-person and Zoom meetings about the library's plans.

President Guske reminded Trustees to share the good news going on at the Library and be sure to follow social media channels.

Fund Raising Committee

Trustee Palmieri reminded the group that donors will ask about the percentage of Trustees who participated in the campaign. It is critical to the efforts that everyone participates. Trustee Hagen will follow up next week with Trustees who have not yet responded.

Donor kits are back from the printer. We are working to identify times that trustees can come together to review those kits.

Fennell Street New Building Committee

We are in the process of developing the scope of the project for the architectural firms, which will be helpful when we go out to bid. We are also working with Three Needs Creative on a Building Design strategy. We will develop selection criteria for the architectural firm to do the renderings.

49 East Genesee Street Committee

We have a draft used book sale business plan, which we will share once approved by the committee. The plan will make clear how large of a potential revenue source this will be.

Donations are needed for this year's book sale.

The Library and Barrow have been working together to store paintings and prepare the building for upcoming projects. We have run into some issues with the lighting and are seeking further input from a lighting engineer.

Demolition for the lift starts next week while the library is closed.

Barrow Art Gallery

The Barrow Management Committee was able to visit the space last week to see the completion of the freshly painted walls, the rehangng of the paintings, the polishing of the floors and the polishing of the furniture.

Trustees are invited to the quarterly Barrow Board Meeting on Thursday, May 12th at 6:30 p.m. in the gallery.

The new exterior entrance is progressing. The Skaneateles Garden Club will be working to enhance the entrance.

The Barrow has a new website which makes donating very easy.

Public Comment Period

Diane Fellerman commended the Nominating Committee for the slate of outstanding nominees. Diane also expressed her excitement about the P.J. Lemp Garden at the Barrow and the Garden Club's involvement. She spoke in support of the Library's use of Savannah, and is grateful about how the data will be used. She asked about the timeline for the new building, which Vice President Hempson said would be contingent upon the fundraising.

Adjourn Regular Meeting – 7:35 p.m.

Next Meeting: Tuesday, May 10, 2022 at 6:30 PM at the School District Office (45 E. Elizabeth St.)

Submitted by Meghann Sandak, Secretary