



Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday, June 14, 2022
Hybrid Meeting – Skaneateles Central Schools District Office & Zoom

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: Treasurer Maura Molnar, Secretary Meghann Sandak. **Trustees:** Karen Bedard, Kathryn Carolson, Ralph DeMasi, Scott Elia, Andrew Hagen, Dave Lee, Paige Lynch, Erin McCormack (virtual), Larry Palmieri. **Staff:** Library Director Nickie Marquis, Librarian Andrea Snyder.

Absent: President Susanne Guske, Vice President Dave Hempson, Manny Arroyo, Patti Carey, Bob Lotkowitz, Amy Rolleri.

Members of the Public: Tom McKeon (virtual), Diane Fellerman (virtual).

Call to order: 6:32 p.m. by Treasurer Molnar.

Public Comment Period: Tom McKeon shared his gratitude for the updates to the 49 E. Genesee building that have made it accessible, including the ramp and lift.

Approval of the Minutes

Treasurer Molnar called for comments on the May meeting minutes. Hearing none, the minutes were approved.

President's Report

The Proposition to increase the tax levy by 4% passed with 72% of the vote, which is up from 69% when the levy was initially approved. On behalf of the Board, Treasurer Molnar thanked the community for their support, the Finance Committee for their work to determine the appropriate levy, the Communications Committee for getting the word out to voters, and school district for including us in their mailing and allowing us to be part of the vote.

All Trustees should have attended a donor kit review meeting. Trustees who have yet to attend a session should get in touch with Andrew or Susanne to set up a time to go through the materials. Overall, the kit was very well received, and all feedback is being taken into consideration.

The Communications Committee continues to work on media coverage regarding things going on at the library to educate people about our work as we gear up for our capital campaign.

The Board of Trustees typically examines policies every quarter that potentially require updating. There are no policies to review at this meeting, though Library Director Marquis is working on a few new policies including a social media policy. The Board will also need to review the conflict-of-interest policy at an upcoming meeting, and Marquis is researching possible adjustments to that policy. The Executive Committee is also discussing a policy around large gifts as we prepare for the capital campaign.

Treasurer Molnar reminded Trustees about the annual book sale, which will take place July 7-10. Trustees serve as captains for each shift. Please be sure to sign up. General sign-ups for non-captain slots can be found on the website.

Library Director's Report

Library Director Marquis reminded Trustees that she distributed her monthly report on Friday for their review. One addition to that report is that the Story Walk has been installed along the track in Austin Park.

Assistant Director Snyder shared a demonstration of the Libby app, a product of OverDrive. Users can search for e-books, audiobooks, and magazines to download. The OverDrive app is no longer being updated and can no longer be downloaded. OverDrive recently acquired Kanopy, which we already subscribe to and offers a catalogue of movies that patrons can access. Libby has a huge catalogue of titles. OCPL pays for the platform and then each library has agreed to spend at least 5% of their collection budget buying titles from OverDrive for Libby. Just like a library would purchase a physical book, each library picks the titles and format (e-book or audiobook) it wants to have in its collection. The system will only have the number of copies available as are purchased by libraries within the system, so if all copies are in use then patrons can join the waitlist for that item. In terms of users, this is our most popular app. The Library also subscribes to Hoopla, which is a collection of titles that we don't select ourselves. Hoopla negotiates with vendors directly and decides what to include. In addition to e-books and audiobooks, there are also TV shows, movies, music (by the album), comic books, etc. Hoopla uses a pay-per-use model; every time someone checks something out from Hoopla we pay for it. The cost per use depends on the title and could range from perhaps \$0.99 to \$3.99. We spend a lot more money on Hoopla for significantly fewer users because of the model. Hoopla tends to be popular because you don't have to wait for a title if someone else has checked it out. You aren't going to get as many bestsellers, but the collection is extensive. We spend approximately \$300 each month on Libby and \$500-600 per month for Hoopla. We typically see 80-100 people using Hoopla each month as compared to 275-300 people per month for Libby. The cost of Kanopy is still negligible at this point and we likely spend approximately \$100-150 each month. We have been letting our subscriptions to these apps ride for the past few years, especially during the pandemic, but moving forward we might need to start putting more money toward it or limit our budget for Hoopla. We can control checkouts, so each user can borrow up to eight items a month from Hoopla or four items per month from Kanopy. We could decide to set a fixed budget that would renew each month until checkouts deplete the budget for that month. We could also consider potentially removing more expensive items from our catalog. The New York Public Library recently dropped Kanopy because they found it to be too expensive.

Financials

Treasurer Molnar reminded Trustees that they received Bookkeeper Carter's monthly reports for May. We are on budget eight months into our fiscal year. Treasurer Molnar recently sat down with Carter and Marquis and went through every line item to make sure there are not any surprises in store for the rest of the fiscal year. We are not going to have to dip into operating reserves as much as we thought we would have to this year, though that will depend in part on how we do with the book sale. These conversations have given the team a leg up on the budget process that we will be entering into in the next month or so.

Communication Committee

Secretary Sandak thanked Lori Ruhlman for her help in writing articles that have appeared in the *Press Observer*. We have a schedule established with *Skaneateles Life* magazine that will help showcase the exciting capital projects, the phenomenal programming that staff has organized, and the accomplishments of our talented staff including Kids & Teens Librarian Mary Beth Schwartzwalder, Library Director Marquis and Assistant Director Snyder. In October we will be featured on the cover of the magazine to commemorate the 145th anniversary of the Skaneateles Library Association. We hope these articles will help build enthusiasm in the community about our current offerings and for what is in store as we prepare for the new building.

Last week you may have seen an article in the *Press Observer* about the Anne Frank book that is on display until the end of this week. There is a program tomorrow evening about the life of Anne Frank before the diary was written. Library Director Marquis gave an overview of the history of the book, which was loaned by Skaneateles resident Lia Bates, a former classmate of Anne's in Amsterdam. Lia used to take the book around and talk to students about it. Her children suggested that she keep it at the library for safe keeping. The Library received it in the early 1990s. Lia passed away last year, and Nickie has been in contact with her children regarding the future of the book. There are several museums, including the Holocaust Museum in Washington, D.C., that would be interested in keeping and preserving the book. Nickie feels that the item is quite valuable and doesn't feel that we as a library are equipped to preserve it appropriately.

Lastly, Secretary Sandak reminded everyone to be monitoring the website and to follow the Library's social media accounts to help the community know what is going on.

Fundraising Committee

Trustee Hagen reported that throughout the months of April and May the Fundraising Committee conducted meetings with almost all trustees to review the donor kit that was prepared by Three Needs Creative (Karen Bedard and her partner Maggie Sussman). The Fundraising Committee is beginning to schedule meetings with prospective donors and are following up with folks that we had included in the feasibility study to update them on what happened since last year and keep the conversation open.

Trustee Hagen thanked Trustees for their participation in the silent phase of the capital campaign, which has helped kick off the effort on the right note. Trustee Hagen emphasized that his preference as fundraising chair is that we keep the silent phase silent and not share publicly who we are having conversations with.

Fennell Street New Building Committee

Treasurer Molnar shared that we have confirmed our closing date for the Fennell Street property on or before October 31 with the Town. Vice President Hempson and President Guske have been meeting with the Town monthly. These conversations have been going very well and the Town has been eager to make this happen.

The committee has developed a request for proposal package. Vice President Hempson expects this will go out at the end of June and has made initial contact with the firms to identify the appropriate contact person. The RFP package includes a cover letter detailing the project and expectations for the bid process, as well as a design strategy outlined by Three Needs Creative, a comprehensive needs assessment developed by our librarians, and surveys of the parcel.

Lastly, the Committee is working with the Town to secure some of the space ahead of schedule to allow for storage of book sale materials. One of the current buildings appears to be suitable for this purpose.

Trustee Elia added that the Committee has been looking at interior and exterior design concepts to get our heads around what kind of place we want it to be.

49 East Genesee Street Committee

Projects are continuing to progress. Trustee Lee and Library Director Marquis met with Beardsley to further develop the lighting plan (i.e. wiring) for the downstairs. The plan has not been finalized and materials have not yet been ordered, but hopefully that project will be done by the end of the year. We are waiting on a few small components before the upstairs lighting can be installed.

The lift is nearing completion. Construction should be done within a week or so, and then the machine itself can be installed. Trustee Lee is waiting on a reply from the company that will do the mechanical work.

There are some upcoming room reservations and programming starting so the meeting rooms have been cleaned out as best as possible while work continues.

There are no updates about the new construction grant applications, though an Intent to Apply was submitted.

Barrow Art Gallery

The new entry is nearing completion. The air lock doors have also been installed which will help maintain appropriate climatic conditions for the paintings. The Garden Club is working to finish the landscaping. The Barrow is now open for the season Thursdays through Sundays from 1 p.m. to 4 p.m. The gallery is charging a \$5 admission fee for those above the age of 17.

The Barrow has planned monthly programming. Last month there was a choral recital. This Thursday there will be an open house from 6-8 p.m. Hosmer Winery is doing a tasting and Board to Belly will have light snacks. In July the Barrow will participate in the Curbstone Festival. Volunteers are needed to help with that event, and Trustees are asked to sign up. There are no events planned for August since that tends to be the busiest month in terms of visitors to the gallery. In September there will be a fundraiser cruise on the Judge Ben Wiles.

Treasurer Molnar reminded Trustees that they are also Trustees of the Barrow, and we are hoping to get 100% participation in terms of Trustee giving to the Barrow.

The library has put some of its Charles Loring Elliott paintings in storage and has asked the Barrow to hang a few landscapes. Library Director Marquis and Gallery Director Perry worked together to decide which paintings should be displayed. Placards are being made for those paintings, which will be hung above the front fireplace, to help patrons understand the significance of the Barrow paintings and the paintings of the Porter family. A few other Barrow paintings will be hung along the stairway. Incorporation of the Barrow paintings will help brighten the space, as many of the existing paintings are quite dark. The public's response to the brightness of the freshly painted library has been very positive. *Conflicting Faiths* will return to the library tomorrow from West Lake Conservators.

Public Comment Period: (None)

Adjourn Regular Meeting – 7:16 p.m.

Next Meeting: Tuesday, August 14, 2022 at 6:30 PM (Meeting format and location T.B.D.)

Submitted by Meghann Sandak, Secretary