

the Skaneateles Library

Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday, October 11, 2022
Library Hall

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, Treasurer Maura Molnar, and Secretary Meghann Sandak.

Trustees: Manny Arroyo, Patti Carey, Kathryn Carlson, Scott Elia, Andrew Hagen, Bob Lotkowitz, Paige Lynch, Erin McCormack, Larry Palmieri, Amy Rolleri. **Staff:** Library Director Nickie Marquis, Librarian Andrea Snyder.

Absent: Karen Bedard, Ralph DeMasi, Vice President Dave Hempson, Dave Lee.

Members of the Public: Diane Fellerman, Fran McCormack, Michelle Keller

Call to order: 6:31 p.m. by President Guske.

Public Comment Period: None.

Approval of the Minutes

President Guske called for comments on the September meeting minutes. Hearing none, the minutes were approved.

President's Report

October marks the 145th anniversary of the Skaneateles Library Association. We will hang the banner in front of the library.

We are scheduled to close on the purchase of the Fennell Street property on October 31. Susanne thanked Trustees for making time to update their website bios and photos, which we plan to use in our capital campaign. At the September meeting we passed around a hard copy of the gift acceptance policy, which will be part of the campaign readiness kit. Andrew Hagen made the motion to approve the policy as written and Larry Palmieri seconded the motion. All trustees voted in favor of the motion with no objections or abstentions, and the motion carried.

Library Director's Report

Nickie referenced the report that she sent out on Monday. Additionally, she noted that the Library would participate in the Chamber of Commerce's Witches' Walk event on October 27 from 5-7 p.m. We will pass out bags with information regarding the new building along with some candy.

Nickie and Librarian for Kids and Teens Mary Beth Schwartzwalder met with representatives from the school district to continue making sure that the Library has the items available in its collection that teachers refer students and parents to. We are also working on an early literacy grant that would help fund the purchase of new books.

Andrea did a demonstration of Novelist, which is a way to get book recommendations. When you search for a book in our catalogue you can page down to the bottom to find similar recommendations and to filter suggestions by what you liked about the book.

Financials

We spent a lot of time in the last few months working to predict where we would end up, and our projections were quite accurate. We had \$458,000 in expenses, which is a little under where we had budgeted to be. While we were slightly ahead in salaries, we were below in buildings and grounds, collections and programs. These expenses are about \$50,000 ahead of the prior year, which is due largely to closures and restrictions during the pandemic that kept expenditures lower. We have been very careful about making sure our expenses were in line with budget. Investments were down again last month.

Maura referred to a discussion from last month's meeting regarding the capital reserve account. We use this account as a source to fund some of our capital projects and our operations. Every winter we take a 4% withdrawal from investments and put it into our capital reserve account to supplement operations and to allocate toward capital projects. Any donations or grants that we receive that are restricted for a capital project go in this account. The majority of the capital reserve fund goes to capital projects for both the new building and the current building; spending for the new building and current building is segregated using accounting codes. Funds needed for operations are transferred into the operating account, which we also supplement with proceeds from fundraisers such as the annual book sale and operational reserve account interest.

Communication Committee

The fourth in our series of articles in *Skaneateles Stroll* magazine was published and arrived in mailboxes today. This cover article highlights the 145th anniversary of SLA and also lays the groundwork for the future building project. We will circulate an electronic version of the article.

We are working on a press release for the closing on the new property and will coordinate with the Town on that. We are also planning a future celebration on the new site, which will take a few months to pull together. We really want to invite the community onto the property and have the opportunity to share our plans for the site.

Fundraising Committee

The Fundraising Committee got another commitment from a donor since the last meeting that they have been working on. We have met with five to ten prospects including individuals and foundations in the last month. We feel we are gaining traction. The committee is also working on an outline for naming rights for the new building. We have been working on identifying new foundations to tap into unsolicited opportunities.

Andrew reminded the Board to fulfill their pledge if they haven't already done so.

Susanne added that we are pursuing grant opportunities at every level, and are working with both our current state senate representative and future candidates for state senate since our area is changing districts.

Fennell Street New Building Committee

We are down to four finalists for the architectural firm, and we have presentations by each scheduled in the coming weeks. Any Trustee who is interested in being at those meetings is invited. We have the proposals on file if anyone would like to review them beforehand.

We are preparing to transfer used book sales operations to the property, which will be much more amenable to the process than the current space in the basement of 49 E. Genesee.

49 East Genesee Street Committee

We are finishing the first of the New York State construction grant with a little touchup of painting. The downstairs lighting is on order. The front steps and roof repairs are all complete.

Volunteers from the Creamery are sorting and cataloging artifacts and other materials in the library's archives and will make recommendations to Nickie about what should be preserved by the Creamery. Trustees should get recommendations about items for deaccession in November. There are quite a few items we will keep that belong here and are part of the library's history. Other items might better belong at another historical society or elsewhere.

We are working on a cost reduction plan with Capstone Construction to see if we can still submit a plan for making the bathrooms accessible for a 2023 New York State construction grant. Trustees have already approved \$20,000 as the matching portion of that project.

Barrow Art Gallery Update

The copper roof was finished today. There is a trench along one side to run electricity to the sign so that we can do up lighting on the sign and mushroom lighting along the walk.

The next quarterly meeting will be on November 8th at 5:45 p.m. and we will present the proposed budget.

Public Comment Period: Fran McCormack asked about how we plan to solicit donations through our website. Susanne reminded Trustees that we are still in the silent phase. If anyone wants to make a donation to the new site you still can, and make note on the PayPal page that you want it to go toward the capital campaign.

Diane Fellerman asked for the Gift Acceptance Policy to be placed on the drive.

Before adjournment of the meeting, Susanne recognized Nickie for her ten years of service to the Library.

Adjourn Regular Meeting – 7:26 p.m.

Next Meeting: Tuesday, November 8, 2022 at 6:30 p.m. (In Person – Library Hall)

Submitted by Meghann Sandak, Secretary