

the Skaneateles Library



Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday, December 13, 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, Vice President Dave Hempson. **Trustees:** Karen Bedard, Patti Carey, Kathryn Carlson, Ralph DeMasi, Andrew Hagen, Dave Lee, Bob Lotkowitz, Paige Lynch, Erin McCormack, Larry Palmieri, Amy Rolleri. **Staff:** Library Director Nickie Marquis, Librarian Andrea Snyder. **Remote:** Secretary Meghann Sandak (not counted for quorum and abstained from voting)

Absent: Manny Arroyo, Scott Elia, Treasurer Maura Molnar

Members of the Public: None.

Call to order: 6:33 p.m. by President Guske.

Public Comment Period: None.

President's Report

President Susanne Guske opened the meeting by highlighting the newest issue of *Skaneateles Stroll*, which features an article written by the Executive Committee. The article thanks the community for helping us to achieve many milestones in the past year. We reorganized committees in preparation for the capital campaign and the process of completing the new building, established new leadership of those committees, assured the building's future through renovation and planning, and recruited capable and passionate community members to be trustees and/or to serve on committees. We have also started a grants and foundations team, prepared campaign readiness documents, and employed a database to track donors. We have wonderful collateral and branding. The selection process for the architect is well underway and has been narrowed down to three firms. We have continued to work on securing pledges for the capital campaign, jumpstarted by commitments made by 100% of the Board. We passed the first increase in public funding and the Library is on very secure financial footing. We closed on schedule and are the proud owners of the property. We've completed a lot of preparatory work to get the site ready, and did this while undergoing several renovation projects that were largely funded by public grants. As Nickie mentioned in her report, we just received a grant to restore *Conflicting Faiths*. We hired new staff and continue to build community support. We have developed an Instagram page and have had four articles (soon to be five) in *Skaneateles Stroll*. We have a big year ahead in 2023 and even more will be asked of us.

Susanne reminded Trustees to consider any questions about the new Library as if they are coming from a potential donor or friend of a donor. We need to communicate that this is not a question of if, but when. If the conversation needs to go further please refer to Susanne, Dave or Andrew.

Susanne presented the slate of officers, which will remain the same as this year. We will formally vote on this slate at the annual meeting in January. We hope to have completed the slate of proposed trustees by the January meeting. We have expanded the nominating committee given the timing and stakes of the months to come. Manny Arroyo and Ralph DeMasi will continue as trustees. David Lee and Scott Elia have termed out after having their terms extended three years ago. Each will continue to serve on their respective committees.

January will be a busy month. Our bylaws stipulate that our annual meeting take place on the last Thursday of January. Typically that night we do the Barrow annual meeting, the Library annual meeting and the monthly Trustee meeting. We are considering ways to make this more manageable. We also hope to hold a communications meeting to make sure that everyone is on the same page about where we are with the campaign and where we are going.

Approval of the Minutes

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

Library Director's Report

Library Director Nickie Marquis shared gifts from the staff to Trustees to express gratitude for their service.

Nickie updated the Board that the Dickens Used Book Sale was held the first two weekends of December. We have not done it since 2019. We topped our 2019 numbers slightly, bringing in a little over \$2,500 over the two weekends.

A list of additional items from the archives recommended for deaccession was shared in advance of the meeting. Everything would go to the Creamery except for one item that would be given to the Spafford Historical Society and one that we would offer to the Homer Historical Society. Staff and volunteers are making a lot of progress in the archives, and hope to finalize their recommendations by the end of the year. Bob Lotkowitz motioned to approve the listed items for deaccession and Kathryn Carlson seconded. All present trustees voted in favor of the motion with no objections and Meghann Sandak (virtual) abstained. The motion carried.

Trustees were given an updated version of the Code of Conduct. There had been extensive conversation regarding the age of the caregiver and the child listed in the Unattended Child Policy. Nickie proposed the policy stipulates that a caregiver accompany children under the age of eight. This aligns with age ranges for established programs and jives with requests staff has received from parents. This also aligns with the age that OCPL and many other libraries in the system use. Dave Hempton made the motion to approve the policy as amended by Nickie. Karen Bedard seconded the motion. All present trustees voted in favor of the motion with no objections and Meghann Sandak (virtual) abstained. The motion carried.

Nickie shared that we did receive the grant of \$7,500 to restore *Conflicting Faiths*. The quote we received from West Lake Conservators was \$8,600. Susanne recommended approving funding of

up to \$1,500 to cover the difference and to give a little room in case there are extra costs involved with transport. Ralph recommended asking if West Lake would consider doing the restoration for the amount received as grant. We also hope to work with someone from the Onondaga Nation to develop a narrative about the painting. Amy Roller motioned to approve \$1,500 to fund the difference and Ralph DeMasi seconded her motion. All present trustees voted in favor of the motion with no objections and Meghann Sandak (virtual) abstained. The motion carried.

Librarian Andrea Snyder gave a demonstration of the resource [AtoZ Maps Online](#). We got a discount since we purchase other resources from this vendor. These are high quality, accurate maps that are much better for students to use in research than Google. This and all resources are listed in the drop down box on the website. Andrea showed some examples of highly detailed maps like one that demonstrated bird migration patterns and a historical map of Syracuse. These maps can be downloaded and inserted into a project. There are also interactive quizzes, crossword puzzles and more for students, parents and teachers. We have a one-year subscription and will monitor usage to determine whether we renew it, though it is very inexpensive.

Financials

Susanne delivered the Finance Committee report for Maura. We are two months into the fiscal year. Our expenses are in line with where we should be and investments are improving from prior reports.

The Finance Committee has looked at what the implications would be of a 2,3, and 4% increase in public funding which could result in \$7,000-\$14,000 of additional revenue for the Library. The Committee is not yet ready to make a recommendation to the Board, but we anticipate expenses will continue to rise. The Finance Committee is leaning in the direction of asking for an increase in public funding. As we get closer to making a recommendation we will send it out to the Board for consideration in advance of a vote. Trustees discussed the long-term plan for addressing the gap between operating costs and public funding. The Board needs to approve overriding the tax cap if needed:

At a duly called meeting of the Board of Trustees of the Skaneateles Library Association, held on December 13, 2022, upon a motion made by Dave Hempson and seconded by Amy Roller, it was

RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Skaneateles Library Association overrides, for the purpose of the Skaneateles Library Association fiscal year 2023-2024 budget, the tax levy limit imposed by Municipal Law §3-c(3).

The motion to override the tax cap if needed carries without any objections and with only Meghann Sandak abstaining.

Communication Committee

We will have a fifth article in *Skaneateles Stroll* in January that will highlight five resources that library patrons can take advantage of. While hard copies are only sent to Village residents, we have copies in the Library and also have digital versions available.

We are in the process of reorganizing the committee around three areas: inform, engage and activate. Karen Bedard and Erin McCormack will be taking over leadership of that committee, and

are working on establishing structures to streamline the committee's work and remain mindful of priorities.

Fundraising Committee

Trustee Andrew Hagen shared that the committee has finalized a preliminary list of naming opportunities. We know there will be certain components we can count on even though we don't have the sketches yet. Since the last meeting we have had commitments from three entities, one foundation and two individuals, which are significant. Together these commitments have helped us achieve a significant milestone in the silent phase of the campaign.

Fennell Street New Building Committee

We have refined our list of potential architectural firms down to three. Two weeks ago, Nickie, Dave, Susanne and Andrea visited two libraries designed by one of the firms. We were able to interview some folks who were involved in the fundraising and design processes as well. Tomorrow we will go to two libraries designed by another firm. On Monday we will visit two libraries designed by the third firm. We will try to come to a consensus with the committee on January 9th. We have issued a document to get a cost comparison that we will have back by January 4th to give the committee time to review. We would like to make a recommendation for a firm by the annual meeting on January 26th. We may need to schedule a second meeting prior to the recommendation. We are also starting a geotechnical survey of the site to be proactive. We will get quotes on that process to move it along.

49 East Genesee Street Committee

We are working to try to get the book sale operation moved out of 49 East Genesee. Fennell Street probably won't be ready until some time in January. Mary Giroux recommended opening book donations again after the first of the year. We need volunteers to help clean the office area and to power wash. If anyone is available to help, please let Susanne know. The Town of Skaneateles also gave us \$500 to use toward snow plowing on the site. We plan to build an enclosure where people can drop off books.

The fixtures and all components needed to install the first floor lighting have arrived, but we will be waiting until January to begin installation.

We are still waiting on quotes regarding the upstairs bathroom before we can determine next steps.

Susanne acknowledged the amount of work that has gone into the deaccession recommendations, which have really helped us clean out much needed space.

Barrow Gallery

Karen Bedard reported for Amy Rolleiri, sharing that the holiday event was very successful and that year end donations are rolling in.

Susanne reminded Trustees that as Barrow Trustees we are all asked to support the Barrow as well. She added that Barrow Director Ali Perry has requested a longer period of time for the Barrow annual meeting.

Public Comment Period: Erin shared that Fran McCormack wanted to express how much she liked the *Skaneateles Stroll* article and that she has gotten a lot of positive feedback from others about it.

Adjourn Regular Meeting – 8:02 p.m.

Next Meeting: Thursday, January 27th at 6:30 p.m. (In Person – Library Hall)

Submitted by Meghann Sandak, Secretary