



Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday, April 11, 2023

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: Vice President Dave Hempson, Treasurer Maura Molnar, Secretary Meghann Sandak.

Trustees: Katie Armijo, Manny Arroyo, Karen Bedard, Andrew Hagen, Kristin LaBeau, Bob Lotkowitz, Paige Lynch, Steve McClintic, Erin McCormack, Larry Palmieri. **Staff:** Assistant Director and Adult Services Librarian Andrea Snyder. **Zoom:** Kathryn Carlson. **Absent:** President Susanne Guske, Library Director Nickie Marquis, Ralph DeMasi, Amy Rolleri, Stephen Thomas.

Member of the Public: Diane Fellerman.

Call to order: 6:30 p.m. by Vice President Hempson.

Approval of the Minutes

Vice President Hempson called for comments on the March meeting minutes. Hearing none, the minutes were approved.

President's Report

Dave updated the committee on the press release regarding the selection of Oudens Ello as the architectural firm for the new building project. The press release was published in the Skaneateles Press and is posted on the Library's Facebook page. Dave called on Paige to share about her recent visit to the newly opened New Canaan library. Paige shared her thoughts on the new library's layout and design, how they approached naming opportunities, reception of community members to the new space, and more.

Conflict of Interest forms were distributed to Trustees for completion as is done on an annual basis.

Library Director's Report

Andrea briefly referenced the report that Nickie circulated on Friday. She highlighted that the Library is seeing a noticeable increase in traffic ahead of when was expected by staff.

Andrea gave an overview of programs that are currently going on at the Library and pointed Trustees to the website to show how patrons can find and register for events. Room reservations for Library Hall can be coordinated through Andrea or Nickie.

Financials

We are six months through our fiscal year, and currently expenses are in line with projections. Maura referenced the balance sheet, noting that we recently opened a money market account that is earning over 4%. The revenue from the tax levy as well as the 4% withdrawal from investments are put into this account, allowing it to accrue interest until we need to use it. Investments went down slightly. We did not experience losses in investments, but March is the month when we take out the 4% annual withdrawal. M&T has agreed to waive any fees associated with the money market account as a donation to the Library.

The Board is asking community members to approve a 4% increase, amounting to a total of \$14,560, in the tax levy. This is an increase over the entire tax base, so the increases people will see on an individual level will be nominal. Maura has attended a few budget meetings in case questions arose, but so far those meetings have not been attended by any members of the public. There is one more meeting tomorrow.

Communications Committee

Erin McCormack updated Trustees about the most recent Skaneateles Stroll article written by committee member Jason Persse which spotlights Poem in Your Pocket. This Library sponsored event is a collaboration with Waterman Primary School. Erin shared that the Committee is primarily focusing on communications regarding upcoming capital campaign events and has been refreshing the website.

Dave also acknowledged Lori Ruhlman for her work to interview Dave, Susanne and Nickie and on crafting the press release regarding architect selection.

J.D. Barrow Art Gallery

Maura reported that the Gallery staff is busily preparing for the May 4th reopening. The settee was removed from the Gallery earlier today to get reupholstered. *Dog in the Woods* is nearing the end of its restoration at West Lake Conservators. Staff is planning an event on the eve of the Gallery's reopening. Information will be shared with Trustees and supporters very soon. We have some new members of Borrow-a-Barrow and there have been several recent renewals as well.

As discussed at the January meeting, volunteers have organized into teams to better support the efforts of staff. In March, the various team leaders met together to share what their teams have been working on

Dave briefly added that the Barrow and Library are getting closer to an agreement on the terms of the board separation.

Fundraising

Andrew reported that the Fundraising Committee has been continuing outreach to prospective donors and is working to broaden the list of potential supporters of the capital campaign. The Committee aimed to have a Florida event in April with snowbirds from Skaneateles but have pivoted to holding an event on May 25th. The architects will be here that day with preliminary drawings. We will follow that initial event with one or two events in June and are developing the strategy around those events. Lastly, we plan to have an event in October to bring a larger group together. The timing is purposely aligned with year-end giving. The Committee has resumed the search for a campaign coordinator. We are looking at a contract position which will require an average of 25 hours/week. We have a great pool of candidates and will begin interviews soon.

Three Needs Creative is creating a one-page condensed version of the donor kit that we can use in broadcast mailings and other opportunities.

Rachel May will come to have lunch on May 25th when the architects are in town. We have applied for a Crest grant through her office and hope this meeting will help our application stand out. Dave is also working to connect with Schumer and Gillibrand's offices to garner broader political support.

Fennell Street New Building Committee

Dave shared that the Committee hopes that the first phase, the design phase, will be complete at the end of June. Doreen Simmons is helping us set up a preliminary zoning review meeting with the architects. We have recently retained an underground utilities company that is doing a survey of the site. Once we determine where the library will be situated on the site, we will want to do a geotechnical survey so that we know what is needed to support the structure.

The design committee recently held a two-hour sustainability meeting, citing goals such as building a net-zero facility and utilizing geothermal heating, making the building solar ready, and more. We are looking at LEED and other certifications to see what the requirements are and how much they cost. We will share a summary of that session with Trustees by email. Preliminary estimates illustrate that the new building might be three times the size of the current building and will use only half the energy. The Committee is also working to develop an RFP for the construction manager.

49 E. Genesee

The lighting installation is almost complete. The last step is programming the various lights, which can be programmed according to various schemes depending on time of day, desired output, etc. There is a little bit of touch up painting to do from where the old lights came down.

Conflicting Faiths is still at West Lake Conservators undergoing restoration and should be back in mid-May.

We have yet to apply for a 2023 NYS Construction Grant. Dave mentioned several projects which could be considered, including upgrading the old kitchen in Library Hall to make the space more functional for events or upgrading the bathrooms to make them accessible.

Public Comment

Diane asked a clarification question regarding the pieces being produced by Three Needs Creative. Karen gave an overview of the various collateral pieces and their specific uses/audiences. These items will help broaden the toolkit and will give a more concise overview of the project.

Adjourn Regular Meeting – 7:17 p.m.

Next Meeting: Tuesday, May 9th at 6:30 p.m. (In Person – Library Hall)

Submitted by Meghann Sandak, Secretary