



Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday, July 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: President Susanne Guske, Vice President Dave Hempson, Secretary Meghann Sandak, Treasurer Maura Molnar. **Trustees:** Katie Armijo, Manny Arroyo, Karen Bedard, Kathryn Carlson, Ralph DeMasi, Andrew Hagen, Kristin LaBeau, Bob Lotkowictz, Paige Lynch, Erin McCormack, Steve McClintic, Larry Palmieri, Amy Rolleri, Stephen Thomas. **Staff:** Library Director Nickie Marquis, Assistant Director and Adult Services Librarian Andrea Snyder.

Absent: None.

Members of the Public: None.

Call to order: 6:30 p.m. by President Guske.

Approval of the Minutes

President Guske called for comments on the June regular meeting minutes. Susanne recommended one small edit, and with no further comment the minutes were approved.

President's Report

The annual Book Sale brought in \$31,000 in revenue, exceeding the \$30,000 goal. If we add in revenue from year round online book sales and the Dickens book sale, we have brought in over \$35,000 this year. Susanne thanked the volunteers, who this year were challenged with sorting more inventory in less time and all in a new space. Those who were stationed at the information table shared that they received a lot of feedback from people about how well situated the site was for the new library. Many also asked about the plans for both the current and future building.

We received a complaint from a patron for flying the pride flag. Nickie shared that we also receive a lot of compliments for flying the flag. Nickie gave a brief overview of the decision to fly the flag. Back in 2019, Zach Ford asked the Village to fly the pride flag. The Village felt it was too late to consider such a request, and many local businesses on Genesee and Jordan stepped in to fly them toward the end of the month, but the library did not participate that year. The Village then made the decision not to fly any third party flags. In 2020, village businesses put their pride flags up at the beginning of June. The library board was not meeting due to the pandemic, so the Executive Committee and Nickie made the decision that since we were located in the Village it was prudent to put one up as a sign of inclusivity to the public. We do also fly an American flag. The pride flag is

displayed on the porch in the month of June, and is not flown on a flagpole. Susanne requested that the governance committee discuss how to handle this moving forward and that they make a recommendation to the Board for approval.

Library Director's Report

Summer reading is going really well so far. We had 140 people at the summer reading kickoff, which is a record.

We are the first site to host mobile office hours for Rachel May's office. This will make it easier for constituents to get assistance from their representatives closer to home.

Nickie gave an overview of the Facility Use Policy. Our current policy is very sparse. We have many local groups and nonprofits who use the meeting room for free. We also allow for use by for-profit groups who pay \$50 per day. In the updated policy, we have increased the usage fee and added some new fees. The room serves as a resource for the community when it is not in use by library staff for programming. Reservations are getting difficult to manage since we do not have study or tutor space, and many requests are for one-on-one tutoring or Zoom type meetings. We will no longer allow reservations for that kind of use as we are not set up to accommodate such requests at this time. We consulted our attorney Stephanie Cole Adams for general advice on matters to consider when drafting the policy. The proposed application is close to what she recommended, including questions regarding insurance. Her recommendation is to treat every meeting room use like a rental contract. Everyone will have to fill out the form and we will have to decide whether or not we can approve the request. We are able to waive the fee if they are a non-profit group. The basis of this should be the same in the future space, but will be a little different for different spaces. We have to be consistent across the board in terms of how we consider requests from different groups. Kathryn made the motion to approve the updated policy, and Dave seconded her motion. All trustees voted in favor of the motion to approve the policy. Bob added that this is going to need to be a living document and as our space changes we will need to make updates.

Financials

Maura noted that at the bottom of the income statement the cost of restoring *Conflicting Faiths*. This will not be a recurring expense, but is a large expense. A grant we received will cover \$7,500 of the restoration expense.

Investments were up \$88,000 this month since the end of May as the market continues to recover. Nothing else is out of line with what we expected in terms of budget.

Communications Committee

Andrea shared statistics demonstrating engagement with our social media posts surrounding the book sale. Erin was able to arrange for the drone to be there on opening night. The video led to much higher than normal engagement rates and we saw a lot more non-followers viewing the content. Some people came specifically for Gannon's ice cream, which was a great addition to the event.

We continue to have articles in Stroll magazine monthly. We are getting feedback that more and more people are hearing about what's going on at the library.

J.D. Barrow Art Gallery

Amy reported that the August 2nd cruise has been sold out for a week. The long-awaited separation meeting is going to be held on July 24th with attorneys from both sides present.

The annual Curbstone Sale will take place July 20-21. We will sell some prints in front of Talbots.

Fundraising

Our newly appointed campaign staff members Mary and Jill have been busy getting up to speed. We have added two new committee members: Deb Hurley (former development professional from Cornell) and Dave Birchenough. The grants and foundations sub-committee is excited to share that Tom Fernandez offered his lobbyist to extend our reach into various government agencies. The architects are enthusiastic about the feedback and how to incorporate the suggestions into the design. We will meet with them next week to see updated renderings.

Fennell Street New Building Committee

The RFP for a construction management firm has been sent out to seven firms with responses due on July 17th. We will work to narrow the pool down to our top three candidates, will meet with all of them, and will make a recommendation to the Board. The Board will be welcome to attend the final presentation. Once the firm is selected, we will then be able to cost the building. This will better inform the efforts of the fundraising committee. Construction material costs are increasing at a rate of 8% each year. We will also meet with the folks at SAVES, the Fire Department, and other area institutions to keep them abreast of the design. The preliminary meeting with the Zoning Committee was very helpful and so we want to take a similar approach with other key community institutions.

Executive Session

Dave made a motion to move into Executive Session to discuss the proposed acquisition, sale or lease of real property. The motion was seconded by Kathryn. All trustees voted in favor. No action was taken during Executive Session.

At 8:35 p.m., Dave made the motion to end Executive Session and Ralph seconded his motion.

Public Comment: None.

Adjourn Regular Meeting – 8:37 p.m.

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

Submitted by Meghann Sandak, Secretary