



Skaneateles Library Association
Board of Directors
Regular Meeting Minutes
Tuesday, February 13, 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 Dave Hempson, Treasurer Maura Molnar. **Trustees:** Katie Armijo, Karen Bedard, Kristin LaBeau, Manny Arroyo, Bob Lotkowitz, Steve McClintic, Amy Roller, Meghann Sandak, **Staff:** Library Director Nickie Marquis, Assistant Director and Adult Services Librarian Andrea Snyder.

Absent: Secretary Kathryn Carlson, Ralph DeMasi, Susanne Guske, Vice President Erin McCormack, Larry Palmieri, Stephen Thomas.

Members of the Public: None.

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

Public Comment Period: None.

Approval of the Minutes

President Hempson called for comments on the January annual meeting minutes. Hearing none, the minutes were approved. He then called for comments on the January regular meeting minutes. Hearing none, the minutes were approved.

President's Report

Dave shared an overview of the various Committees, including a description of each committee's responsibilities and a 2024 goal for each. He asked each committee chair to review the goals and let Dave know if there are any suggested edits by next week.

Several trustees were able to attend OCPL's training this month. One topic was strategic plan review. We are currently in year four of our five-year strategic plan. Next meeting we will pick a few elements of that plan, and will update where we are and what we need to do to meet the objectives. The strategic plan is published on the library website. In response to some of the material presented at the training, there was a brief discussion about developing a Trustee Code of Conduct. The Governance Committee will consider this in coming meetings. The Board will also resume the work of reviewing policies on a regular basis.

Library Director's Report

Nickie circulated the link for the training video and asked that Trustees watch it. Trustees are required to do two hours of training per year and this workshop would cover an hour and a half of training time.

February 25th-March 3rd is the drop off period for the upcoming LEGO contest. Guest judges include architects Martin Harms and Bill Murphy.

We are also planning for the April eclipse and will hand out glasses beginning March 1st. On the day of the eclipse, Andrea and representatives from the Chamber of Commerce will be stationed at Austin Park and will have glasses there too. Patrons can view NASA's livestream of the event on the big screen in Library Hall as well.

February is Library Lovers Month. People are writing on hearts what they love about the library and they are displayed on the first floor.

Andrea attended Library Advocacy Day in Albany last week. This is the first time there has been an increase in the Governor's executive budget for libraries since the Pataki administration. Hochul also put money in her budget to fund access to databases that have been federally funded in the past but will not be in the coming year.

Nickie shared a draft of the annual report to the state in advance of the meeting and gave a brief overview of the report. All libraries in New York State must complete this report, and the state compiles the data. The report asks about funding sources, financial data (spending, income, etc. for capital funds and operations), collections, programs and services, literacy efforts (including digital literacy), circulation statistics, staff information, etc. The report also requires libraries to confirm whether they meet minimum standards in various areas. These standards help ensure that we as a library are meeting the needs of the community that we are chartered to serve (which in our case is the Town of Skaneateles, approximately 7200 residents).

Bob asked about accessibility deficiencies reported. Dave asked Nickie to look at what needs we might have and what costs might be associated with them so that Trustees can consider what might be good to purchase. Some decisions not to invest in certain technologies were based on the fact that we will be moving buildings soon and that the technology is evolving quickly and might soon be outdated.

The Board must approve the annual report. Maura made a motion and Amy seconded the motion. All voted in favor of approving the annual report.

Nickie, Andrea, and Dave met with Chris Legg who is our new Town Supervisor. They shared the plans for the new building and talked about the spaces that will be in that building, highlighting those that may be a resource to the town such as a place to hold larger public hearings.

Financials

We are through four months of the fiscal year and there is no unusual or concerning activity on the balance sheet. Our investments are down slightly. None of our expenses on the income statement are out of line. Sometimes in January there is an extra payroll so it sometimes looks a little heavy in that category. For the Fennell Street project we did have about \$90,000 come in and we did not have any large bills to pay.

Trustees were asked to approve Dave, Maura, and Nickie as signatories. Karen made a motion to approve the signatories and Steve McClintic seconded the motion. All trustees voted in favor with no objections or abstentions.

Fundraising

Three fundraising events have been planned, including one in Naples that will be held on April 12th. There will be two local fundraising events before our June target deadline to close the silent phase of the campaign. Fundraising to date is at about \$4.5 million. The public campaign goal will be \$2 million. We are looking to generate \$1 million from grants. We have letters of support from Julie Abbott, Mary Sennett, and John Mannion. We are working on a letter of support from Gillibrand. She can't give us a letter for federal money but can for state or local money.

Communications Committee

The Committee continues to help with strategic communications needs to support the campaign. We have five new committee members and we are working on identifying action items for each member. Andrea met with Kristin Sheehan about the newsletter, which led to a conversation regarding a social media campaign for Library Lovers Month. She reached out to friends that are local business owners and they posted on February 1st. We got 25 new followers within a few days from that effort alone.

The article in Stroll magazine this month highlights families who have enjoyed our library across multiple generations and was written by committee member Deanna Delmonico.

Barrow Art Gallery Updates

Dave gave an update on the separation agreement. There is one section that remains a sticking point regarding potential future sale of the building. We haven't reached a consensus on an option yet but are narrowing them down. The rest of the agreement is set, and we hope to present it to the Board next month. We will need talking points about the sale of the building and will work with the Communications Committee to get those drawn up.

Fennell Street New Building Committee

A subcommittee was commissioned to reconcile the cost of the building to put it within our reach. Working with the fundraising committee, we have now identified \$18 million as the goal. We have made the building a little smaller, have deferred certain elements to be added after the building's opening, and have made some aesthetic changes. The Committee will meet again in three weeks will consider more cost-saving proposals. We do want to ensure that we are maintaining elements of "surprise and delight" despite a slightly smaller building and the use of more affordable materials. The building must stand the test of time. Once costing is established, we will commission Oudens Ello to do updated renderings so that the Fundraising Committee will have the tools they need to work from.

Used Book Sales

We picked dates for the sale which will be held July 11-14. Books are being donated and sorted.

Books that have not been selling are being cataloged by cover color and are being listed for sale by linear foot.

June 14th & 15th will be the Skaneateles Garden Tour. Amy asked if the Library would be open to having the window boxes be a stop on the tour.

Public Comment: None.

Adjourn Regular Meeting – 7:39 p.m.

Next Meeting: Tuesday, March 12th at 6:30 p.m. (In Person – Library Hall)

Submitted by Meghann Sandak (Acting as secretary)