



**Board of Directors
Regular Meeting Minutes
Tuesday, April 9, 2024**

Present: President Dave Hempson, Vice President Erin McCormack, Treasurer Maura Molnar, Secretary Kathryn Carlson

Trustees: Katie Armijo, Karen Bedard, Kristin LaBeau, Bob Lotkowicz, Stephen McClintic, Susanne Guske, Larry Palmieri, Meghann Sandak

Staff: Library Director Nickie Marquis, Assistant Director/Adult Services Librarian Andrea Snyder

Absent: Manny Arroyo, Ralph DeMasi, Amy Roller, Stephen Thomas

Members of the Public: Scott Elia

Call to order – 6:30 PM

Public Comment Period – no comments

Approval of the Minutes – Minutes were approved from the meeting held on March 12, 2024 with a minor correction.

President's Report

- **Barrow Separation Update** – President Dave Hempson reviewed the four-year timeline of the progress toward the separation of the Library Board from the Barrow Art Gallery Board. He noted that the development of the proposed separation agreement had been a lengthy process involving teams and attorneys representing the Library and the Barrow. The draft agreement will be reviewed by the Barrow attorney this month. If there were no significant issues, the draft separation agreement will be circulated to the Library/Barrow Board for discussion at next month's board meeting. If the Library Board has no significant issues with the document, the Barrow attorney would draft a petition requesting the separation of the two entities. The boards of the Library and Barrow would vote to approve the petition and allow the final document to be forwarded to the Barrow's attorney. The Barrow's attorney will forward to the AG. Eventually the final approval for the separation rests with the Attorney General. At the time of the building sale transaction, the Attorney General could require a more current appraisal. The boards will move forward with separation. The building sale process will be a distinct transaction. Susanne Guske commented that everything in the agreement was there for a reason. A significant part of the agreement was the understanding that the building would always be preserved for community use. This will also be incorporated into the deed.
- **Committees Update** – President Hempson indicated that a new committee had been added to the list of library committees. Members Katie Lee Armijo and Kristin LaBeau have volunteered to head a Friends of the Library committee and will work with Director Nickie Marquis to

develop objectives and an implementation plan. It will coordinate with the Used Book Sale committee and is a result of the Strategic Plan review.

- Discussion of Pride Flag Month (June) – A lengthy discussion was held about the issue of flying the Pride Flag in June. It was decided that the library board should discuss a possible policy centered around the library’s central values of inclusion and free expression.

Financials

- Review Investment Policy Recommendation – Treasurer Maura Molnar reviewed the proposed changes to the investment policy that clarified the process used each year to extract and use a portion of the investment income budgeted for the upcoming year’s operational expenses and added to the general reserve. Member Susanne Guske made a motion to approve the changes and Member Bob Lotkowitz seconded. The motion was approved unanimously.
- Operating Report and Financials - Treasurer Maura Molnar informed the board that the balance sheet had a different look this month because of the addition of accruals instead of just cash balances. It has been our usual practice to only report actual cash but the accountants need to see receivables as well for the annual financial review. The finance committee will discuss which way to go in the future and report back to the board next month. The fixed assets are increasing as the money spent on the new building project is now be capitalized as a fixed asset. The operating accounts are currently cash-heavy because of the yearly withdrawal from investments. Expenses were as expected; somewhat higher because of some tech purchases. A portion of the \$20,000 Lemondes grant will be spent on technology upgrades; the remainder will go toward the new building.

Barrow Art Gallery (BAG) Update

- In member Amy Roller’s absence, Treasurer Maura Molnar reported that the status of the separation agreement had already been covered by President Hempson. The Barrow team has been involved in rehangng and changing the collection on display. A large painting that had been out on loan and returned will be a focal point. They are working with a consultant on creating a new set of Barrow bylaws and the constituting of a new board. They will open for the season in May.

Library Director’s Report

- Monthly Report Highlights - Director Nickie Marquis referred to her written report. She especially wanted to note the last section highlighting the work of the Children’s Librarian Mary Beth Schwartzwalder.
- Eclipse report - By all reports, the efforts of the library staff and the Chamber of Commerce on “Total Eclipse at the Park” was a huge success. An estimated 300+ people were there for the games and activities. Despite the clouds that obscured the sun, everyone experienced the darkness and chill of totality. It was a great local social event. There is a drone video on Instagram, as well as one taken by Assistant Director Andrea Snyder. The town had provided port-a-potties and the Community Center allowed people to use their facilities. Director Nickie Marquis reported the library had many people from out of town using the computers or the wi-fi and only closed for 30 minutes during the totality. Many came for glasses and to use the bathroom. The library is collecting eclipse glasses to donate to Astronomers without Borders.

Fund Raising Committee

- Capital Campaign Update – The focus is on the Naples event. This will be the format for at least three more events locally. One couple has volunteered to host a public event when that phase arrives. In the donor kit is a list of available naming opportunities as well as the already fulfilled opportunities.
- Salon Event at Naples, Florida - Vice President and fundraising Chairperson Erin McCormack reported that the event at the Allyn home in Naples scheduled for later in the week has 31 guests signed up. She, President Hempson, Campaign Director Mary Kerwick and past member Andrew Hagen are flying down tomorrow. The donor kit has been updated thanks to the Communications Committee. It includes renderings of the front and back of the building and the current floor plan. Large poster boards with the same pictures are also being shown.
- Newsletter to Donors status – not discussed

Communication Committee

- Fundraising support – Communication Committee chairperson Karen Bedard reiterated that she and Maggie Sussman had redone the donor kit with new information on a very tight timeframe. They also helped with language in the separation agreement.
- Stroll article - Vice President and fundraising Chairperson Erin McCormack congratulated the committee on the wonderful Stroll article this month highlighting the contributions of the many volunteers that support the library. Next month's article will be on the "Total Eclipse at the Park" event.
- Other – Many new people have joined the Communications Committee lately, including a graphic designer. There are now 20 members. "Many hands make light work". Thanks to all.

Fennell Street New Building Committee

- Design Committee input- President Dave Hempson reported that the design subcommittee had looked through the newest proposed design and decided that more space was needed for book storage and sorting, as well as utilities, so a 1200 sq. ft. basement area was added to the design. There is also a 500 sq. ft. area upstairs for book sales.
- Café and Book Store operation – It is the desire of the board that the café and book sales operations do not significantly impact the primary focus of the library staff. Member Susanne Guske will lead a team looking into café operation and will give an update in June. Treasurer Maura Molnar will have the Book Sale committee also report in June.
- Design Development -Phase 2 - The Architects have been helpful in the reconciliation process and will be making a proposal for the Design/Development phase. We will need an AIA contract which our consulting attorney Doreen Simmons will review. President Hempson states that both the architects and construction managers have been very helpful, responsive and supportive.

49 East Genesse Street – no report

Public Comment period – Scott Elia asked for and was given clarification on the dual issues of separation and building sale being in one document. He also wanted clarification of the pride flag issue and was told that our general policy is to be culturally sensitive. He suggested that this issue would fall under the director’s purview to make most of the day-to-day decisions.

There being no further business, the meeting was adjourned at 7:32 PM.

Next Meeting: Tuesday, May 14th, 2024 6:30 PM — In Person