



**Board of Directors
Regular Meeting Minutes
Tuesday, September 10, 2024**

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

Trustees: Katie Armijo, Manny Arroyo, Ralph DeMasi, Susanne Guske, Bob Lotkowitz, Kristin LaBeau, Stephen McClintic, Larry Palmieri, Amy Roller, Meghann Sandak

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

Absent: Vice President Erin McCormack, Karen Bedard, Stephen Thomas

Members of the Public: none

Call to order – 6:30 PM

Public Comment Period – no comments

Approval of the Minutes – Minutes were approved from the Library Board meeting held on August 13, 2024

President's Report

President Hempson reviewed the committee goals for this year. The executive committee was to review the strategic plan, and that was done. The personnel committee was to review the compensations for library employees, and that has been included in the coming year's budget. The employee handbook review still needs to be done. The finance committee was to explore the options for a possible future bond issue for the new library, and they have held three informational sessions with bonding professionals and have reported back to the board. The communication committee was to develop a plan to support fund-raising and increase awareness of the library's many programs. This has been accomplished. The new building committee has met regularly with the architects and the design/development phase is well underway. The fund-raising committee was to raise \$15 million by year's end. That deadline has been extended. The book sale committee was to develop a robust online sales plan, and that is underway. The building/grounds committee was to develop a handbook, and Ralph DeMasi is working on that with Nickie and David Lee. The Barrow committee was to work on the separation agreement, and all the work on the library side has been done. The Barrow's new attorney is getting up to speed and will review the document and get it back to the board for final approval soon. The nominating committee needs to get together to find a new board member candidate since Stephen Thomas is resigning from the board. The governance committee was to review policies and by-laws. Several policies have been developed and/or reviewed. The by-laws need to be looked at soon.

Library Director's Report

Director Marquis referred to her Monthly Report sent previously with the board packet. She added that the requested program of American Sign Language for babies, toddlers and nonverbal children up to age 5 will be held September 21.

Construction Grant Assurance – Director Marquis indicates that the required document was included in the board packet with the necessary items filled in. She explained that New York State allocates money to each library system, and libraries within the system apply for the funds. We have used previous funds to help purchase the Fennell Street property and for the lift and the new lights in the Genesee Street building. This year \$1.4 million was allocated to our system. In the past the state required that the local library pay 25% of the project costs but moving forward it is only 10%. We have asked for over \$1 million for use in the

substructures of the new building. We don't anticipate receiving that much, but it will be significant. The funds must be spent within 6 years. The project must start 180 days after final approval. Trustee Guske made a motion that we approve the Construction Grant Assurances as presented. Trustee Palmieri seconded and the motion was approved unanimously.

Financials

Treasurer Molnar reviewed the financial statements prepared by bookkeeper Betsy Carter. The annual withdrawal from investments to operating funds has been done. There is \$750,000 available in cash for the new building project, with an anticipated bill of \$62,000 from the architect due shortly. The investments are up lately. Expenses on the P/L page are up more than usual due to the \$13,000 insurance payment, the cost of the tree removal and trimming, and the purchase of computers through the Lemondes grant.

Next year's budget – The budget for the upcoming year was reviewed in-depth at last month's meeting. There were no further questions. Trustee Lotkowitz made a motion to approve the budget as presented. Trustee Guske seconded and the motion was approved unanimously.

Fund Raising Committee

President Hempson reported that over \$6 million has been raised so far, not counting the construction grant. The Youle salon has resulted in a pledge of \$250,000 over the next five years. Another \$50,000 is anticipated shortly. There will be salons in the near future and several people have pledged to hold them and to publicly support the project. He spoke to the Early Morning Rotary about the project and they were "amazed at the work the board has done." The plan going forward is to stay in the silent phase but to publicly support the project at every opportunity. President Hempson is in constant contact with the local politicians who are very supportive. A question was asked about the previous recommendation to hire a professional fund-raiser full-time. At the present time, no such a person has been found. If such a person were to emerge, it would be considered.

Communications Committee

In the absence of Trustee Bedard, Director Marquis reported that she submitted the Stroll article about the guitar series as it is in its 10th year. The committee will meet this month. It was also noted that the Armijo family was spotlighted in this month's Stroll magazine.

Barrow Art Gallery

Trustee Roller reported that The 200th John Barrow birthday on the lawn of the Sherwood Inn on Friday September 6 from 6 to 9 P.M. was a huge success. She reported that 150 guests attended, the food from the Sherwood was outstanding, and the event netted \$35,000. She reported that there was no silent auction, but instead the Borrow-a-Barrow and print sales raised significant funds.

Fennell Street New Building Committee

President Hempson reported that the geotechnical team has been at the site and marked out the locations for their drilling. Brush and trees will have to be cleared for some of the sites. He and Director Marquis will look it over and determine if this can be done by board members or will it require hiring someone.

President Hempson also showed slides depicting changes to the design that were the result of the committee fine tuning details. Some changes included a curved front desk, improved sightlines to the different areas and ceiling materials. The next meeting will focus on lighting. The trustees will be sent the latest deck of slides.

Public Comment – none

There being no further business, the meeting was closed at 7:18 p.m.

The next meeting is scheduled for Tuesday October 8, 2024 at 6:30 P.M. at the Library.