



**Board of Directors
Regular Meeting Minutes
Tuesday, November 12, 2024**

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

Trustees: Katie Armijo, Manny Arroyo, Ralph DeMasi, Kristin LaBeau, Bob Lotkowitz, Larry Palmieri, Amy Rolleri

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

Absent: Karen Bedard, Susanne Guske, Stephen McClintic, Vice President Erin McCormack, Meghann Sandak

Members of the Public: none

Call to order – 6:34 PM

Public Comment Period – no comments

Approval of the Minutes – Minutes were approved from the Library Board meeting held on October 8, 2024

President's Report

President Hempson reviewed tentative committee assignments for the coming year. Please contact him before the December meeting if you want to change any of your assignments. Trustee Arroyo has agreed to chair the governance committee and Trustee Palmieri has agreed to chair the nominating committee.

The volunteer reception will be on December 12 from 5-7. Donors, board members, book sale workers, staff and all volunteers will be thanked for their service.

There being three openings on the Board (two for a full three years and one for a partial term), the nominating committee vetted a list of ten possible candidates and recommended three. The three candidates are Paul Torrisi Jr., Jennifer Feeny and Christina Pietropaoli. President Hempson presented their background information and asked for a motion. Trustee Lotkowitz made motion that the three candidates be approved as Board trustees. Trustee Arroyo seconded and the motion was approved unanimously. They will be invited to sit in at the December meeting and will take office in January.

Library Director's Report

Director Marquis referred to her Monthly Report sent previously with the board packet. She is working on the request for a graph showing cumulative numbers as well as month-by-month numbers. Several staff changes have resulted in the need to hire a part-time desk person for 10-12 hours a week.

The Dickens Book sale will begin Friday December 6 from 5-7 which coincides with the Barrow Holiday celebration on the same night.

Assistant Director Snyder and President Hempson were presenters at the annual NYLA conference in Syracuse last week. Assistant Director Snyder and several former colleagues spoke about their experience running a book club at the Nassau County Correctional Facility. She and President Hempson spoke about the importance and value of an active Board of Trustees such as ours to advance the mission of a library. Rebekkah Smith Aldrich, co-author of the Trustee handbook, complemented President Hempson and the trustees.

Director Marquis demonstrated the valuable information that resides on the OCPL Trustee Resources google drive and will send a link for that drive to the trustees. Trustees are required to have two hours of training a year and using the resources on the drive can count toward those hours. Please inform Director Marquis of any trustee training you participate in as she is tasked with keeping track and reporting compliance to the state.

Friends of the Library

Trustee LaBeau reported that there was a soft opening of the program at the book sale, and the hard opening will take place in February (Library Lovers Month). She and Assistant Director Snyder have planned to issue press releases and have articles in the print and online newsletters. They are investigating partnerships and events to engage Friends members and promote the library to the community.

Financials

Treasurer Molnar reported that the levy funding has arrived so there is a lot of cash on hand. Investments were down a little but are expected to rise again soon. The current practice is to place the money from the 4% investment withdrawal into a money market account which is currently earning 4.5%. Last year we made \$15K from the money market. Our investment advisor will be consulted regarding other options for investing the cash. The capital campaign made \$15,250 in contributions and \$1981 in interest last month. At this point in time, the accountant said there is no requirement for a full audit, but one might be required if and when we get federal money. They reviewed what we should be doing to prepare for an audit, and we seem to be in good shape.

Fund Raising Committee

Vice President Erin McCormack being absent, Director Marquis reported that the committee continues to interact with potential donors and there will be an update at the next meeting.

Communications Committee

In the absence of Trustee Bedard, Assistant Director Snyder reported that Lori Ruhlman wrote an excellent article on the Rotary presentation that was in the Press and on our Facebook page. This month's Stroll article talked about all the unexpected benefits from having a library card. Next month President Hempson will recap the year.

Director Marquis reported on progress on the design for the new building project microsite.

Barrow Art Gallery

Trustee Roller reported that there was no new information from the attorney on the separation agreement. We will investigate what the current billing relates to. The gallery is becoming very well attended with 12-15 visitors each day. The guest book reflected that most of the visitors are not from Skaneateles. She suggests that next year she will recommend a salary increase for the Barrow staff.

Fennell Street New Building Committee

President Hempson reported that the geotechnical survey has been completed. There were some unexpected findings. The site was once owned by Standard Oil, and when the tanks were taken out, the ground was not well compacted. In addition, there is a clay layer at 25 feet. This will cause some cost increase in the foundation work.

The building committee met for four hours with the architect to go over interior and exterior materials and design updates. Architects commended members on their patience and commitment. There was also a meeting with Village Zoning officials to keep them updated on our plans and make sure we have everything we need when we present to the Zoning Board for project approval. The committee members appeared to be very supportive and impressed. There is some engineering work yet to be done. It was suggested to do a traffic study and to talk to the village DPW director about such things as drainage.

Public Comment Period – no comments

There being no further business, the meeting was closed at 7:23 p.m.

The next meeting is scheduled for Tuesday December 10, 2024 at 6:30 P.M.