



**Board of Directors
Regular Meeting Minutes
Tuesday, September 9, 2025**

Officers Present: President Dave Hempson, Vice President Katie Armijo, Secretary Kathryn Carlson, Treasurer Maura Molnar

Trustees: Kristin LaBeau, Ralph DeMasi, Jennifer Feeney, Susanne Guske, Kristin LaBeau, Cristina Pietropaoli, Meghann Sandak, Amy Roller

Staff: Library Director Nickie Marquis, Assistant Director Andea Snyder

Absent: Manny Arroyo, Karen Bedard, Bob Lotkowicz, Stephen McClintic, Larry Palmieri, Paul Torrisi, Jr.

Members of the Public: Capital Campaign Director Erin McCormack

Call to order at 6:31 pm

Public Comment Period – no comments

Approval of the Minutes – Minutes from the August 12, 2025 regular board meeting were approved.

President's Report

President Hempson reported that Capital Campaign Director McCormack held two major donor symposiums last week that went very well. Attendees were impressed with the new design and the plans for going forward. He also reported that the Strategic Planning Committee had done good ground work but, due to the decision to postpone the new strategic plan for a year, the committee will not meet again until January. The Chamber of Commerce Citizen of the Year Dinner at the Lodge is September 24 and the library has a table since both Mary Giroux and Kristin LaBeau are being honored. Tickets are \$80. Make your reservation with Director Marquis. The resolution to combine the two library "entities" under which the library is currently authorized has been submitted. The NYS Education Department has no problem with the request.

Director's Report

Library Director Marquis referred the trustees to her report. The staff will be setting up information tables at the Laker Life Laser Studio Pop Up for a Purpose event Saturday October 11 from 12-2pm, at the Sustainability Fair in front of the Village offices on September 27 from 1-3pm and at Duck Dash from 3-5pm.

She also reviewed the latest NYS Construction Grant application in which the library is asking for 90% of \$972,413 toward the roof of the new building. She requested an approval of the assurances that are required to accompany the application. Trustee Sandak made a motion to approve the assurances, Trustee LaBeau seconded, and the motion was approved unanimously.

Director Marquis reported that the summer reading program was a huge success with parents reporting that it encouraged their children to read, and children asking about next summer's program already.

Financial Report

Treasurer Molnar reported that we are almost through the fiscal year and have used the money from the tax levy and the book sale. The withdrawal from investments from last year are being spent now.

She reviewed the proposed budget for the next fiscal year. Payroll and related expenses make up 66% of the budget. Staff salaries were increased by 3%. Accounting costs are up over last year because the accountants did not bill for everything last year and it was rolled into the next year. Legal expenses are budgeted higher as we proceed with the separation from the Barrow. Repairs to the front steps and the air conditioning are capital expenses and not in the operating budget. Insurance costs went up. Lawn care last year included tree removal. Postage costs for the capital campaign are reflected in that budget and not operating expenses. Supplies are higher due to the increased programming. Utilities are a best guess at this point. Tech costs reflect new computers for the librarians. Income is primarily from the tax levy (78% of the budget) and state aid. Barrow reimbursements are up reflecting increased expenses. Grants and contributions are flat in light of the capital campaign emphasis. Book sales revenue is projected to be flat until we get more on-line sales. Interest projections are conservative. The shortfall is projected at \$39K which will be covered by the 4% withdrawal from reserves. Treasurer Molnar answered questions from the trustees.

A motion to approve the proposed budget was made by Trustee Roller and seconded by Trustee Armijo. It was approved unanimously.

The new building capital fund had income last month of \$1700 from interest. Expenses were \$9400, primarily for fundraising. Total income was a little over \$2M with expenses about \$1.4M. Fundraising costs to date are \$106K, or about 2% of pledges received.

Nominating Committee

President Hempson reported that there are two open seats for the coming year; one the open vacancy and one due to Trustee Lotkowitz' retirement from the board. Seven people currently on the board are eligible to run for another three-year term. Five have already confirmed they wish to stay on. Recruitment for the two openings is ongoing.

Fundraising Update

Capital Campaign Director McCormack showed the Board the slides from the major donor symposiums, and said the message was to think about how to close the funding gap once the capital campaign is over. The attendees should talk to their networks and decide to either come up with private donations, or to rely on bonding which carries some uncertainty. Time and energy will need to be expended to get communication about a bond issue to all constituents. She also gave a preview of the new microsite for the campaign which will go live on 9/15. There will be information about the project and ways to donate. There will be naming opportunities of all amounts. Each week will feature a new opportunity. There will be three social media posts each week, two post card mailings and a donation letter with a return envelope. A paid Facebook ad is being considered. An information sheet for the staff and the board is being developed so everyone can give the same information. When in doubt refer people to Capital Campaign Director McCormack or Library Director

Marquis. Board members are asked to share the posts with their own network of followers and project excitement. Capital Campaign Director McCormack is trying to get invitations to Bridge Street and the local news programs. There will be an open house at the new building site in October, perhaps 10/25 during Fall Fest.

Barrow Art Gallery

Trustee Roller reported that the members-only party at Skaneateles Fields was a wonderful event and those trustees who attended agreed whole-heartedly. The Barrow has had many, many visitors again this month.

Fennell Street New Building Committee

President Hempson reported that a meeting with the architects resulted in finding up to \$100K in savings in the architect's fees. The new building committee is looking for other ways to save money. Several committee members and a donor made good suggestions for design changes,

Public Comment Period - no comments

At 7:44 pm Trustee Molnar made motion to go into executive session for the purpose of discussing matters pertaining to the employment history of a particular person or persons. Trustee Guske seconded and the motion was approved unanimously.

At 8:15 pm Trustee Sandak made a motion to come out of executive session. Trustee Molnar seconded and the motion was approved unanimously.

Due to the impending resignation of Director Marquis, at a date in November to be determined shortly, Trustee Sandak made a motion that current Assistant Director Snyder be hired as Executive Director of the Skaneateles Library, to take effect at the date of Director Marquis' resignation. Trustee Pietropaoli seconded and the motion was approved unanimously. Contract negotiations will occur immediately.

There being no further business, the meeting was adjourned at 8:26 pm.

The next meeting is scheduled for October 14, 2025 at 6:30 pm at the Library