



**Board of Directors
Regular Meeting Minutes
Tuesday, October 14, 2025**

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

Trustees: Karen Bedard, Bob Lotkowicz, Susanne Guske, Kristin LaBeau, Stephen McClintic, Larry Palmieri, Cristina Pietropaoli, Meghann Sandak, Amy Roller, Paul Torrisi, Jr.

Staff: Library Director Nickie Marquis, Assistant Director Andea Snyder

Absent: Manny Arroyo, Ralph DeMasi, Jennifer Feeney

Members of the Public: Capital Campaign Director Erin McCormack

Call to order at 6:30 pm

Public Comment Period – no comments

Approval of the Minutes – Minutes from the September 9, 2025 regular board meeting were approved.

President's Report

President Hempson reported that Assistant Director Snyder will assume the duties of Executive Director on November 17, 2025. The revised job description for the position was reviewed and discussed. A motion was made by Trustee Molnar to approve the new job description and Trustee LaBeau seconded. The motion was approved unanimously. President Hempson also reported that the resolution to combine the two library "entities" under which the library is currently authorized needed minor revisions, which were made, notarized last week, and re-submitted to the NYS Education Department. Trustee Guske reminded the board that the deed needed to be amended to include the requirement that the property remain open to the community.

Director's Report

Library Director Marquis submitted for board discussion a new job description for the combined position of Assistant director and Children's Librarian. The intention is to offer the new position to Children's Librarian Mary Beth Schwatzwalder. Marketing would fall under this new position, as would community outreach. A motion to approve the new job description was made by Trustee Sandak and seconded by Trustee McClintic. It was approved unanimously. Next month Director Marquis will submit a proposed job description for the Adult Services Librarian. The goal would be to hire someone with skills in fundraising and/or grant writing.

Director Marquis referred the trustees to her report and said she would have a more in-depth end-of-year review for the next meeting. She reported that circulation is again higher than last year and the highest since

2006. Digital resources saw the biggest gain. In-house computer use was up. With more space in a new building, she predicts a larger physical collection and therefore bigger use of physical resources.

She reported she attended a meeting at the updated Tully Library where two study rooms were added and the librarian there reported they were in constant use.

She stated the recent film festival was getting recognition and recommended it for the future. Viewers get to vote for their favorites of the newly released short films. DVDs of previous years are available. In two weeks Joe DiMento will be presenting a program on the Urban Highways which should be very informative.

Assistant Director Snyder and President Hempson presented to the Seniors of Skaneateles about the new library and it was well received. One interest was in technology training. There is an open support time every Monday and classes have been offered. The staff find that people tend to wait until they have a specific need to reach out, so one-on-one tech help is often preferred.

Financial Report

Treasurer Molnar reported that we are through the fiscal year. The balance sheet is good because of the tax levy revenue. The library will get 78% of its operating budget next year from the levy. The amount residents pay to support the library is well below the average in other areas. Investments are up \$200K from last year. Cash is kept in interest-bearing accounts. Income was \$20K over the budgeted amount due to investments and contributions. Expenses were \$15k under budget. Legal expenses were up over by \$10K but salaries were down by \$17K (and not all the budgeted health insurance costs were needed). Expenses are always higher than income, and the gap is filled by the scheduled withdrawal each year from investments.

The Fennell Street project YTD cash-in was \$453K and cash-out was \$490K. Total cash-in is \$1.864M plus a contribution from library funds, and cash-out is \$1.402M

Nominating Committee

Nominating Committee chair Trustee Palmieri reported that we will have five vacancies due to one ongoing vacancy, one trustee reaching term limits, and three trustees not continuing on the board after their terms end. Our most recent board resolution has the membership at 18 members. The governance committee reports that the number of seats can range from five to 25, and can be changed by a simple board resolution. If the committee has trouble finding candidates for all five seats, reducing the number of seats is a possibility and could be done at the annual meeting. Individuals with legal, communication, fund-raising or marketing expertise would be welcome. The expectation is for members to be working board members, but it does take a while to get familiar with policies, practices and expectations. Current members should send recommendations to Trustee Palmieri.

Fundraising Update

Capital Campaign Director McCormack reported that there have been over 60 donors in the first few weeks of the public campaign, and \$100K in donations. Several large donations have come in. There has been no negative feedback. Director McCormack is following up with the participants in the major donor symposiums. She is looking into the process for getting invited to apply for big business grants. She is doing radio spots on WRVO. The next fund-raising meeting is October 23 at 7pm. There will be an open house at the Fennell Street

site on October 26 from noon to 4pm. Board members are asked to be present for that. There will be food trucks, posters, flyers and bookmarks, and kids' activities.

The social media campaign is doing well. There is a name-the-book-drop campaign.

She reiterated that 100% board participation in the fund-raising is very important, both for grant applications and visuals for the community. She would like to have 1000 individuals donating by the end of the public campaign to show the potential major donors that there is widespread community support for this project. Board members should be encouraging all their friends and relatives to contribute.

Barrow Art Gallery

The Barrow has had many, many visitors again this month. There were 39 this Saturday. With a weekday average of nine per day. Barrows have been at the Seward House lately. There will soon be a sign at the Skaneateles Fields indicating there are more Barrow works at the Barrow Art Gallery in Skaneateles village.

Fennell Street New Building Committee

The architects and the committee are finalizing schematic designs and will move into the D/D phase soon. President Hempson invited any board member to attend the next meeting on October 22 at 5:30pm at the library. A suggestion was made to have a rendering of the latest design on the sign at Fennell Street, and to have a similar sign at the library on Genesee Street.

Public Comment Period - no comments

There being no further business, the meeting was adjourned at 7:36 pm.

The next meeting is scheduled for November 11, 2025 at 6:30 pm at the Library.