



**Board of Directors
Regular Meeting Minutes
Tuesday, November 11, 2025**

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

Trustees: Manny Arroyo, Ralph DeMasi, Jennifer Feeney, Susanne Guske, Kristin LaBeau, Bob Lotkowictz, Larry Palmieri, Meghann Sandak, Amy Rolleri,

Staff: Library Director Nickie Marquis, Assistant Director Andrea Snyder, Children's Librarian Mary Beth Schwartzwalder

Absent: Karen Bedard, Stephen McClintic, Cristina Pietropaoli, Paul Torrisi, Jr.

Members of the Public: Danette Davis

Call to order at 6:36pm

Public Comment Period – no comments

Approval of the Minutes – Minutes from the October 14, 2025 regular board meeting were approved.

President's Report

President Hempson reported that the Open House on November 1 at the Fennell Street site was very successful. It was a time for the public to meet board members, see the most recent plans and renderings and to learn more about the funding and timeline. The weather cooperated and 175 people attended. The Rosalie's and Sprinkl'd food trucks were a hit. They did not charge the library for coming. Thanks to these vendors. Thanks also to Campaign Director McCormack for organizing the event.

Continuation of public awareness was discussed, especially related to the progress in funding. Developing a pie chart of all the current funding sources was suggested. There are some members of the public that are still unsure of why the library needs to have a new building. President Hempson will create a pros/cons table using the 2019 analysis to use to illustrate why a newer bigger building is the only reasonable choice.

The goals of the public campaign were discussed also. Reaching 1000 donors by the end of the public campaign would show the potential major donors that the public is behind this project. Trustee Arroyo and his son are creating more of the popular library scarves that sold out last year. They should be done by Thanksgiving.

Director's Report

Library Director Marquis referred to her previously submitted report. She noted that the Dickens book sale would be held at the library on the Friday, Saturday and Sunday of the first weekend in December. Board members are needed to staff the cashier's desk.

She also submitted for board discussion new job descriptions for the positions of adult services librarian and circulation clerk. Newly appointed Executive Director Snyder would be interviewing and hiring for the librarian position in December. The circulation desk position was already posted using the suggested job description and applications have been coming in. That position will be filled shortly. Treasurer Molnar made a motion to accept the adult services librarian job description and Trustee Rolleri seconded. The motion was approved unanimously. Trustee Feeney made a motion to accept the circulation clerk job description and Trustee Guske seconded. The motion was approved unanimously.

Financial Report

Treasurer Molnar reported that we are one month into the new fiscal year. The balance sheet is good because of the tax levy revenue. There is \$824K on hand for new building expenses and \$23K on hand for the Genesee building expenses. Investments are up this month. Spending and income are in line with the budget.

The Fennell Street project YTD cash-in was \$123K and cash-out was \$14K. Total cash-in is \$1.989M plus a contribution from library funds, and cash-out is \$1.4M.

An extensive discussion was held regarding the process involved in a bond referendum. Various possible amounts were analyzed with respect to impact on tax levy and tax rates across a variety of assessments and timelines. Comparisons with other library districts revealed that in any of the scenarios, the impact on homeowners would be lower than any of the other similar libraries in our area. Final decisions cannot be made now because fundraising is still ongoing with several substantial donations expected, including a state grant and a bequest.

Director Marquis also explained the necessity of officially changing the names on the documents authorizing check signing and other financial activity. Trustee Guske made a motion to approve the resolution included in the board packet to remove Nickie Marquis from the list of authorized personnel and to add Andrea Snyder in her stead, and to affirm current signers Dave Hempson (president) and Maura Molnar (treasurer). Her motion also included a similar document exclusive to NBT Bank. The motion was seconded by Trustee Sandak and approved unanimously.

Nominating Committee

Nominating Committee chair Trustee Palmieri thanked board members for their suggestions and reported that he had reached out to all of the suggested people. Many of those individuals were not available, but he had some very good prospects he is talking with. Board members can still send him suggestions. He is expecting to have a list of names for the board to consider by the December meeting.

Fundraising Update

President Hempson reported in Capital Campaign Director McCormack's absence. A personal donation letter has been developed and will be mailed with a return envelope to all households in the library's catchment area.

in the next week. Jacob's Press is donating the cost of the mailing list (thank you!) and is printing and stuffing the packet. Hopefully this will get us to our 1000 donor goal. So far, we have approximately 280 donors on record. The board is asked to continue to reach out to friends so as to help achieve the goal.

Barrow Art Gallery

As reported in the Barrow budget meeting, the gallery is doing very well. Refer to those meeting minutes.

Fennell Street New Building Committee

The architects and the committee are finalizing schematic designs and will move into the design development phase next month. This process should be aided by leveraging decisions made for the old design.

Farewell to Director Marquis

Accolades were shared regarding Director Marquis' tenure at the library. Many board members told stories of her accomplishments. Gifts and well-wishes were also shared. She was an outstanding leader who created a welcoming library staffed with talented and dedicated personnel. Her succession planning has resulted in an outstanding replacement in Assistant Director Snyder, and also in the advancement of Children's Librarian Schwartzwalder to Assistant Director.

Public Comment Period – Danette Davis added her congratulations and thanks to Director Marquis and recalled how she was part of the hiring committee when she was a board member.

There being no further business, the meeting was adjourned at 7:50 pm.

The next meeting is scheduled for December 9, 2025 at 6:30 pm at the Library