

the Skaneateles Library



Board of Directors

Regular Meeting Minutes

Tuesday, December 9, 2025

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

Trustees: Manny Arroyo, Karen Bedard, Stephen McClintic, Susanne Guske, Kristin LaBeau, Larry Palmieri, Cristina Pietropaoli, Meghann Sandak, Paul Torrisi, Jr.

Staff: Library Executive Director Andea Snyder, Assistant Director and Children's Librarian Mary Beth Schwaltzwalder

Absent: Ralph DeMasi, Jennifer Feeney, Bob Lotkowicz, Amy Rolleri

Members of the Public: Capital Campaign Director McCormack

Call to order at 6:33pm

Public Comment Period – no comments

Approval of the Minutes – Minutes from the November 11, 2025 regular board meeting were approved.

President's Report

President Hempson reported that the library is the recipient of a bequest from the trust of Mr. Norwin Hoffman. \$181,00 has been received so far and more is anticipated as the trust is evaluated by the trustee David Loftus, esq. and the attorney general. The library is grateful for his bequest.

President Hempson also reported that the library's petition for the consolidation of two entities under which the library is chartered into a single library association will be on the December 15 agenda of the Board of Regents. With approval of the petition, the separation agreement petition can move forward.

President Hempson stated that the reception held at the Vlassis home to thank the library volunteers was lovely. The Vlassis family were gracious hosts and he thanked them for their support of the library and for opening their beautiful home for the reception.

The goal for the public campaign is to have 1000 donors and to demonstrate widespread community support for the building project. Currently there are over 400 donors. Board members are urged to share the emails asking for support to their mailing lists with a note indicating that "if you haven't donated already, this is the time to make a difference." President Hempson will meet with the librarians and the fund-raising committee about next steps.

At the annual meeting next month, committee assignments will be announced. Let President Hempson know if you would like to join a particular committee or change your current memberships. Three new members will join the board in January and members will have nameplates to help everyone learn names. The board members introduced themselves for the benefit of Assistant Director Schwaltzwalder.

Director's Report

Executive Director Snyder reported that the Dickens book sale event was very successful. She stated that \$3195 was raised through book and tote sales and \$1540 was raised (so far) through sales of the 144 scarves donated by Trustee Arroyo's son, Magnus (thanks to him!). The gift-wrapped books were a huge hit and flew off the shelf (thanks to Executive Director Snyder for the idea, and Sue Eckhardt, Mary Giroux and Alison Rutter and all the volunteers who worked before, during and after the sale).

Executive Director Snyder also reported that the emergency preparedness workshop has been cancelled due to low enrollment and will be rescheduled in the spring.

Gift bags of cookies were put together by the staff for the trustees and the trustees were very grateful and thanked the staff for their thoughtfulness.

Financial Report

Treasurer Molnar reported finances are in great shape overall. Cash in the operating reserve is high due to the recent tax levy, and expenses are in line with the budget. Investments are up \$40K since October. Spending and income are in line with the budget. There is \$884K on hand for new building expenses with another \$200K anticipated. Since the inception of the public campaign \$380K has come in. The Fennell Street project total cash-in is \$2.3M plus a contribution from library funds, and cash-out is \$1.4M.

A discussion was held regarding the process involved in a bond referendum. Executive Director Snyder and Trustee Molnar had an extensive conversation with Christine Crowley of Fiscal Advisors and Marketing, Inc (FAMI) about the bonding process and timeline. The recommendations after that conversation are to:

- Engage FAMI so they can formally develop the financial bonding options
- Interview possible firms and engage Bond Council to advise on the legal aspects of the bonding process
- Interview possible firms and engage a marketing firm to advertise and explain the bonding process to the electorate
- Determine the accurate amount for which to bond and vote to proceed to a public vote on that amount
- Prepare for a vote in May

The costs for the bonding process will be rolled into the amount to be bonded, and are estimated to be between \$100K to 125K. The board will have to complete the bidding process before going out to bond. The timeline says bids will be due in August, but the amount in the tax levy vote in May will need to be an accurate estimate. The construction manager is already calculating this amount. This bonding activity should dispel any lingering doubts about the reality of this project. The message is that ground breaking is happening this summer.

The proposition for the library tax levy must be decided and to the school for publication in their budget booklet by the end of March. There is one number to vote on which includes the traditional operating expenses number as well as the additional annualized amount to service the anticipated bond. If the vote does not pass, the current operating levy is still in effect.

Two votes are needed now, and a vote on bond council will come next month after interviews with prospective firms:

Treasurer Molnar made a motion that pursuant to General Municipal Law section 3-c(5), the Board of Trustees of the Skaneateles Library Association overrides, for the purpose of the Skaneateles Library Association fiscal year 2025-2026 budget, the tax levy limit imposed by General Municipal Law section 3-c(5). Trustee Palmieri seconded the motion and the motion was approved unanimously.

Treasurer Molnar made a motion that the Board of Trustees engage Fiscal Advisors and Marketing Inc. at its proposed fee schedule to guide the Board through the bonding process. Trustee Guske seconded the motion and the motion was 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. He is proposing the approval of three of the prospects. Their resumes were included in the board packets. He nominates Connie Bohrer, Ann McCarthy and Robert Conole as new trustees. Trustee Guske seconded the motion and the motion was approved unanimously.

Fundraising Update

Capital Campaign Director McCormack reported that the November open house was a big success and another will occur in the spring. She thanked all who represented the board at the event. It has generated many donations and has helped explain the reasoning and planning for the proposed building. It has turned opponents into proponents. Board members have donated over \$40K (thank you!). The community pressure has turned to hurrying up to get the building built. Money also came in for Giving Tuesday after the email appeal.

There will be more upcoming community events and the fund-raising committee will work with the marketing firm once hired for the bond vote. There will be a year-end letter to major donors. Major grant money is expected at any moment and the building project website will be refreshed after that notification.

President Hempson thanked Capital Campaign Director McCormack for her energy, enthusiasm and perseverance in spearheading the public fund-raising effort.

Barrow Art Gallery

In Barrow President Rolleri's absence, Secretary Carlson reported that the Barrow annual appeal was going well and the Holiday reception was wonderful.

Fennell Street New Building Committee

President Hempson reported that schematic design is complete. The costs should be estimated by January 4 and firmed up by the end of July. Getting the construction underway in 2026 is essential. The current structures could come down in July. If that is happening, the book sale should be scheduled for before that.

Farewell to Retiring Trustees

Thanks were given to retiring trustees McClintic, Arroyo and Bedard, and each received a small gift to commemorate their service. Retiring trustee Lotkowicz will be recognized at the next meeting.

Public Comment Period – no comments

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

The next meeting is scheduled for January 13, 2025 at 6:00 pm at the Library. At that time there will be the following meetings:

- Barrow Annual Meeting
- Library Annual Meeting
- Library Regular Meeting