



**Board of Directors
Regular Meeting Minutes
Tuesday, September 15, 2026**

Officers Present: President Dave Hempson, Vice President Katie Armijo Treasurer Maura Molnar, Secretary Kathryn Carlson, Kristin LaBeau (at-large),

Trustees: Connie Bohrer, Bill Conole, Susanne Guske, Anne McCarthy, Erin McCormack, Larry Palmieri, Cristina Pietropaoli.

Staff: Library Executive Director Andea Snyder, Assistant Director and Librarian for Children & Teens Mary Beth Schwartzwalder

Absent: Ralph DeMasi, Jennifer Feeney, Paul Torrisi, Jr., Meghann Sandak

Members of the Public: none

Call to order at 6:30 pm

Public Comment Period – no comments

Approval of the Minutes – Minutes from August 11, 2026 regular board meeting were approved.

President's Report

President Hempson reported that there will be a board retreat on October 3 from 9 am to 11 am at the library. The purpose of the retreat is to do a complete review of the status of the new library project, to discuss the proposed new five-year strategic plan in light of the results of the current surveys and the listening tour, and to review the fundraising status and strategies.

He also reported that a generous donor had agreed to a \$500,000 matching grant donation, to run from September 1 to December 31. It is strongly suggested that all board members renew their commitment for the building project with a pledge to donate between now and 12/31/26. All members of the various committees will be asked to do the same. In addition, he reminded the board members that they are ambassadors for the library and the project. There are misconceptions and misinformation in the community that the board members should correct where possible. Information for this will be discussed at the retreat. Board members should acquaint themselves with the library website before the meeting.

On October 29 at 6:30 pm at the library, there will be a public discussion about the new plans, narrative and application that will come before the planning board on November 5. The board should invite as many people as possible to the 10/29 meeting. Letters of support from the public will be very helpful.

Executive Director Report

Director Snyder referred to her written report and asked for any questions. She noted that there were a variety of pop-up events during the month to encourage people to sign up for library cards. There were tables at youth soccer, the transfer station and the schools.

She also commented on the gift of \$56,000 from the Skaneateles High School Class of 1976. This will be for a mural in the new building. The Press and the Citizen gave this nice coverage.

She is completing a new NYS construction grant application to be used in the new building for doors, windows, millwork, fire suppression and the elevator. The application is for \$1.195M. The library has applied for and been awarded previous construction grants totaling over \$2M. Trustee Guske made a motion to approve the assurances for this new 2026 grant and Trustee Pietropaoli seconded it. The motion was approved unanimously.

Governance Committee

Chairperson Carlson reported that the committee had reviewed a total of five policies. In addition, several policies were new due to new regulations or perceived need.

Several questions were asked and answered and several changes were discussed and accepted.

- A motion was made by Trustee Molnar and seconded by Trustee Bohrer to adopt the Conflict-of-Interest policy as written. The motion was approved unanimously.
- A motion was made by Trustee Molnar and seconded by Trustee Palmieri to adopt the Code of Ethics policy as written. The motion was approved with one abstention.
- A motion was made by Trustee Conole and seconded by Trustee McCarthy to adopt the Social Media policy with the addition of wording to allow the Executive Director to give permission to board members and volunteers to assist in managing the library social media. The motion was approved unanimously.
- A motion was made by Trustee Guske and seconded by Trustee Conole to adopt the Whistleblower policy as written. The motion was approved unanimously.
- A motion was made by Trustee Palmieri and seconded by Trustee Conole to adopt the Public Comment policy with the addition indicating that the public comments will not exceed the amount of time allocated in the agenda. The motion was approved unanimously.

Finance Committee Report

Treasurer Molnar reported that, at 11 months into the fiscal year, the budget was as expected. All the previous year's tax levy has been spent, and September's expenditures are made from funds from sales, interest and the designated investment withdrawal. The capital campaign has \$3,487,299 in assets. The operating revenue for August was \$2442. Investments are up by \$41K. August expenses were bigger due to \$20K in insurance expense. In August, new building expenses were \$18,702 and cash in was \$259,484. Year-to-date new building expenses are \$394,183 and cash in is \$3,267,370. The overall project to date expenses are \$1,796,549 and total project to date cash in is \$5,383,603.

Treasurer Molnar then reviewed the proposed 2026-27 budget that she, Bookkeeper Carter and Executive Director Snyder had developed based on a review of actual expenses for the current year vs. the current budget and vendor projections for the coming year. The finance committee then carefully reviewed the budget in depth. For the board, she reviewed a summary of the major categories. Once approved, the budget will be posted on the library website. A motion was made by Trustee Guske and seconded by Trustee Pietropaoli to approve the proposed 2026-27 budget of \$566,915. The motion was approved unanimously. President Hempson thanked Treasurer Molnar, Bookkeeper Carter, Executive Director Snyder and the finance committee for all their hard work.

Trustee Molnar then explained that the board needs to establish a separate account in which to keep tax levy money that is specifically for the building project separate from all other funds the library has. She proposed the following resolution:

The Skaneateles Library Board of Trustees seeks to establish sound fiscal controls separating tax levy funds designated for operating expenses from tax levy funds designated for new building expenses. Therefore, be it

resolved that the Board approves and authorizes the opening of a new investment account with LPL Financial to hold building project funds collected through the library's tax levy. These funds are intended to be used for new building related expenses, including but not limited to debt service on a bond associated with the new building project. For 2026, that amount is \$537,734. The Board President, Treasurer, and/or Executive Director are authorized to open and manage the account.

A motion was made by Trustee Palmieri and seconded by Trustee Guske to approve the resolution as written. The motion was approved unanimously. President Hempson thanked treasurer Molnar for her excellent work.

Treasurer Molnar reported that the village has approved the use of the old fire station's truck bays for the 2027 book sale and books are now being collected at the Fennell Street property.

Communications Committee Report

Committee Chairperson Trustee LaBeau stated that the committee had received 147 survey responses and she presented a summary document of the results. The main themes were:

- Books, literacy and learning are primary functions of the library
- More and better space is needed
- Access to the current library is difficult
- Expanded programming and opportunities to gather are desired
- Clear communication matters

The listening tour visited five locations. Attendance varied, but good information was gathered at each event. She stated that there must be a system in place for consistent messaging. The microsite will be updated and email updates will continue to be important. There should also be "Lo-Fi" messaging like the sandwich boards in addition to the social media and email messaging. If board members become aware of misinformation or misconceptions, please let Trustee LaBeau know before the retreat so information can be developed to correct these. Thanks were extended to Trustee LaBeau and Executive Director Snyder for their work.

Development Committee Report

Committee Chairperson Erin McCormack reported that the emphasis for the next four months will be on the matching grant. The committee will go back to the original major donors, major donor prospects, and then the public. They will reinforce naming opportunities. Pledge forms for the board members were handed out. President Hempson and Committee Chairperson Erin McCormack will meet with each board member for new ideas and for their pledges. She said that in the future, the development committee will be the umbrella for everything that supports the library. The matching gift was a great vote of confidence in the project. It was again emphasized that the matching gift opportunity was the main focus right now.

Fennell Street New Building Committee Report

President and New Building Project Chairperson Committee Hempson reported that the committee was focused on addressing the issues raised by the Planning Board. He led the board through some of the major changes, including a wider street presentation through the addition of a book room, a front porch, a more recessed and screened parking lot, double-hung windows, gutters and downspouts. The issues raised by the planning board have been addressed, except for the three feet of elevation. It is desired to get a variance for that situation. The application will have an extensive narrative as well as a number of appendices addressing specific issues such as the geothermal study, the traffic study, the wetlands study, the asbestos survey, library usage data, cost data and impacts on municipal services.

New Business

Since 2027 will be the Library's 150th anniversary, there will be a celebration. Trustee McCarthy chairs the 150th anniversary celebration planning committee and announced that the date for the celebration is October 23, 2027.

Public Comment Period – no comments

There being no further business, the meeting was adjourned at 8:28 pm.

The next meeting is scheduled for Tuesday, October 13, 2026 at 6:30 pm at the Library.

Respectfully submitted by Kathryn Carlson, secretary

DRAFT