



**Board of Directors
Regular Meeting Minutes
Tuesday, June 11, 2024**

Present: President Dave Hempson, Vice President Erin McCormack, Treasurer Maura Molnar, Secretary Kathryn Carlson

Trustees: Katie Armijo, Manny Arroyo, Ralph DeMasi, Kristin LaBeau, Bob Lotkowitz, Stephen McClintic, Larry Palmieri, Amy Rolleri, Meghann Sandak,

Staff: Library Director Nickie Marquis, Assistant Director and Adult Services Librarian Andrea Snyder

Absent: Karen Bedard, Susanne Guske, Stephen Thomas

Members of the Public: Scott Elia

Call to order – 6:01 PM

Public Comment Period – no comments

Approval of the Minutes – Minutes were approved from the Library Board meeting held on May 14, 2024 and, with a correction, from the joint Library Board/Barrow Board meeting on the same date.

President's Report

July Meeting - President Hempson reported that there will be a Library Board meeting on July 9, 2024 due to the many and various issues the Library is currently dealing with.

Tax issue - Four years ago, a local business (the Arbor House) contested its assessment. Its suit was recently settled, its assessment was lowered going back four years, and as a result the Library was sent a notice to refund taxes overpaid from 2018 through 2023 in the amount of \$230.22. The executive committee decided to pay the bill which is due in a few days. It has generated four questions for our attorney about this. Will there be more of these in the future? Since the law about this did not pertain to association libraries until two years ago, is the library only liable for two years of tax rebates? Is spending money to fight these in the future going to cost more than the possible relief? Why did the Library only find out about this two weeks ago when it has been ongoing for four years. We anticipate there will be more assessment grievances in the future which may lead to settlements. We will make sure there are adequate funds in the general reserve account to cover refunds, which is what the school district does.

Book sale - Trustee Molnar will send around a sign-up sheet for needed help and trustees should all sign up. Shift captains are needed, as are parking attendants. Trustee McCormack has plans for providing information about the new building and will finalize after meeting with the director, assistant director and campaign coordinator. The Gannon ice cream truck may be present for some of the sale.

Director's Report

Director Marquis referred to her written report submitted with Board documents. She showed the trustees a flyer from Children's Librarian Schwartzwalder asking for teens to sign up to be book buddies for younger students. She handed out bookmarks with the logo for the "Libraries are for Everyone" campaign. There are posters and other information about this throughout the Library.

MidLakes presentation - On Thursday night there will be a program on "50 years of MidLakes Navigation" sponsored by the Library and the Spafford and Skaneateles Historical Societies.

Staff IRA update -She also mentioned that the employees' IRA plan has been switched from Vanguard to Ascensus.

Governance Committee

The governance committee submitted for review and approval a policy regarding conflict of interest. Trustee and committee member Arroyo explained that the library must comply with the law mandating such a policy for not-for-profit entities. The proposed policy meets all the requirements. In essence, members of the Board of Trustees as well as employees and other key people must disclose any related party transactions, as defined in the policy. The Board of Trustees must then make a determination as to whether a conflict of interest exists. The policy spells out the process for making that determination. If a conflict of interest exists, there are other requirements such as possible recusal and/or determining if a particular issue benefits the interests of the Board more than the interests of the individual. Secretary Carlson pointed out that the first word in article V section 3 should be "Any" rather than "No". That change was made.

A motion to approve the Conflict of Interest policy as amended was made by Treasurer Molnar and seconded by Trustee Sandak. The motion was approved unanimously.

Financials

Treasurer Molnar reports that the full financial report for May would be ready next month and referred to the "Cash, Money Market and Investment Balances" report. She commented that everything looks good.

Fund-raising Committee

Vice President McCormack reported that she and her committee are in follow-up discussions with three possible donors following the Naples salon event. Three local salons are being discussed with supporters who have volunteered to hold them. It has been hard to pin down dates and September seems to be preferred. Summer pop-ups at neighborhood block parties were discussed as an option. President Hempson suggested having a catered salon at the Library soon. The fund-raising committee will make a full report at the July meeting. Before that meeting there will be a joint executive/fund-raising meeting.

Communications Committee

Vice President McCormack reported that the next Stroll article will feature the building committee and the outstanding quality of the members and volunteers on that committee. The committee is working with its new members to develop an array of branded merchandise to sell or give away. Trustee LeBeau is developing "Friends of the Library" group and will report progress in August.

Barrow Gallery

Trustee Roller reported that there is a lot going on at the Barrow. The members-only viewing event at 2 West Lake Street had 150 attendees. She is giving village walking tours Fridays at 1:00 P.M. for \$20. Another volunteer is doing the same at 3:00 P.M. Others are being trained. There is no news from the attorney reviewing the proposed separation agreement.

Fennell Street New Building Committee

President Hempson reported that the building committee met last week to discuss the pros and cons of moving ahead into the design/development (D/D) stage of the project. They recommend moving forward. Oudens Ello Architects (OEA) has developed an AIA contract for the work which will be reviewed by Trustee DeMasi and building committee members Doreen Simmons and Martin Harms. It

contains two expense items: a geotechnical survey at \$22,312 and the actual D/D work at \$447,910. There is \$685,163 on hand in the new building accounts. A question was asked about the purpose of the geotechnical survey. It is needed to determine the structure of the ground under the new building's footprint to help the structural engineers develop the appropriate foundation design. Many bore holes will be made, and then refilled. A question about the \$77,000 increase in the costs for OEA was asked. It is due to four reasons: the increase in square footage, the addition of a partial basement, the increase in costs of salaries, and schematic design changes which were rolled over into the D/D phase. The trustees debated the pros and cons of going forward. It was felt that we needed to continue to keep on schedule and to assure donors of our commitment to the project.

A motion was made by Trustee Carlson to approve the expenditure for the D/D phase of architectural design, and it was seconded by Trustee Molnar. The motion was unanimously approved.

Other Business

A question was asked and answered about the differences among the various phases in architectural design.

A comment was made about the Stroll article about the building committee and how it should reassure the community and possible donors that the project is in good hands. A drawing of the proposed front of the new building will be included.

Treasurer Molnar reiterated the importance of the Trustees serving at the book sale and that she would email the sign-up sheet and instructions.

Trustee LeBeau asked for help from anyone who could manage the packaging and mailing out of books that she is intending to sell online.

There being no other business, the meeting was adjourned at 7:21 P.M.

Public Comment Period – no comments

The next meeting is scheduled for July 9, 2024 at 6:30 P.M. at the Library