



**Board of Directors  
Regular Meeting Minutes  
Tuesday, October 8, 2024**

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

**Trustees:** Manny Arroyo, Ralph DeMasi, Susanne Guske, Bob Lotkowitz, Kristin LaBeau, Larry Palmieri, Amy Rolleri, Meghann Sandak

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

**Absent:** Katie Armijo, Karen Bedard, Stephen McClintic

**Members of the Public:** none

**Call to order – 6:30 PM**

**Public Comment Period – no comments**

**Approval of the Minutes –** Minutes were approved from the Library Board meeting held on September 10, 2024

### **President's Report**

President Hempson reviewed progress toward the committee goals for this year. The executive committee has reviewed the strategic plan. The personnel committee will meet on October 25 to review the director's goals for the year. The finance committee explored the options for a possible future bond issue for the new library and has reported back to the board. The communication committee meets monthly to plan for and prepare needed communication. The new building committee has met regularly with the architects and the design/development phase will be done by November. The fund-raising committee is at 45% of the projected goal, which was ambitious, but good progress is being made. The book sale committee has developed a robust on-line sales program. The building/grounds committee's handbook project is in process. The Barrow committee's goal of completing the separation agreement is still in the hands of the attorney. The nominating committee has met to develop candidates for three vacancies. The governance committee has reviewed several policies and will review the by-laws for the next meeting.

### **Library Director's Report**

Director Marquis referred to her Monthly Report sent previously with the board packet. A corrected statistics sheet was passed out. A request was made for a graph showing cumulative numbers as well as month-by-month numbers. The board reviewed and commented on trends. Numbers have continued to increase. The digital usage is a consistently growing area. The use of Libby, especially for multiple copies of the same book, for example for book clubs, is the most cost-effective method.

The light installation for the Genesee Street building has finally been completed. The area in front of the Sphinx where a tree and shrub were removed because they died will be turned into a pollinator garden. It will have many of the same plants planned for the new building eventually. A "pollinator garden" sign will be installed.

### **Governance**

Director Marquis reported that the governance committee has reviewed two policies for this month. There are no requested changes to the "Unexpected Closures" policy. A motion was made by Trustee Guske and

seconded by Trustee Lotkowitz to accept the current policy as presented. The motion was approved unanimously.

The "Internet and Computer Usage" policy was reviewed and several revisions were recommended. A reference to specific state laws regarding sexual content and child sexual content was added. A discussion was held about the best way to ensure that all patrons were aware of the policy. Questions about how to monitor compliance, how to clear any introduced malware, and how to ensure that a previous patron's history was removed before the next patron used the machine were raised. It was decided that these questions should be addressed as procedures or regulations. Trustee Arroyo made a motion to approve the policy with the recommended changes and Trustee Palmieri seconded the motion. The motion was approved unanimously.

## **Financials**

Treasurer Molnar reviewed the financial statements prepared by bookkeeper Betsy Carter. The fiscal year ended September 30. The negative balance is a temporary issue due to timing. Cash on hand for the capitol project is \$737,414. The tax levy collected last week was over \$400,000. Investments are up significantly. The library is in good shape financially. A report on finances for the Fennell Street project was also presented. Cash received to date is \$1.4 million. Spending so far has been \$912,000 (\$411,000 for the land; \$354,000 for the architects; \$60,000 for fund-raising and the rest for maintenance, engineering and other expenses).

## **Fund Raising Committee**

Vice President Erin McCormack reported that previous gifts and pledges have totaled \$5.3 million. New pledges include a \$250,000 pledge toward the teen room; a \$50,000 pledge, a \$100,000 pledge plus \$100,000 in-kind for materials and another \$100,000 pledge. Eighteen individuals have been identified for personalized proposal packages. There is ongoing outreach to an additional 21 people who had positive reactions to the project. Two salons are in the works for the future. Vice President Erin McCormack has met with a new community member who is professional fund-raising consultant to explore additional ideas.

The plan going forward is to stay in the silent phase but to publicly support the project at every opportunity. President Hempson and Vice President Erin McCormack presented to the Rotary group last week and all were very enthusiastic. They will be good informed community ambassadors. There will be presentations to the Chamber of Commerce in October and to the Skaneateles Education Foundation in November. Trustees suggested also speaking to the Leisure Hour and Monday Evening Book Clubs, the Board of Education, the Community Center Board and the Committee to Preserve the Character of Skaneateles. A question was raised about cultivating local businesses. This should be part of the public phase. However, a list of businesses that match charitable donations from employees would be a good list to have available for potential donors, and will be explored.

## **Communications Committee**

In the absence of Trustee Bedard, Vice President Erin McCormack reported that the latest Stroll article features the Trick or Treat Story Hour. There will be a Halloween Dog Costume contest as well. Plans have been laid out for content for the next six months. Lori Ruhlman will do an article on the Rotary presentation. Let the committee chairperson know if you are able and willing to help with communications. A meeting about the new building project microsite was held between Director Marquis, Trustee Bedard and the designer.

## **Barrow Art Gallery**

Trustee Rolleri reported that there was no new information from the attorney on the separation agreement. The quarterly report by Barrow Operations Manager Katrina Zepp was well done and will be reviewed at the next meeting. The gallery is becoming very well attended with 12-15 patrons each day. The guest book reflected that 95% of the visitors are not from Skaneateles. The new entrance is very welcoming to passers-by. Hours have been expanded to Wednesday through Sunday until the end of December. Prints can now be ordered online and are ready in three days. Trustee Rolleri requests that all trustees make a donation, no matter how small, so there is 100% representation for grant purposes.

## **Fennell Street New Building Committee**

President Hempson reported that the geotechnical survey has been completed. The Design committee has worked on lighting choices and will look at colors and materials next. The utilities discussion will be a separate subcommittee meeting. A question was raised about the possibility of having a developer build the building and then lease it to the Library Association. It is an interesting idea but has a number of drawbacks that would appear to make it impractical.

**Public Comment Period** – no comments

There being no further business, the meeting was closed at 7:49 p.m.

**The next meeting is scheduled for Tuesday November 12, 2024 at 6:30 P.M. Trustees are asked to arrive at 6:00 PM for the Barrow meeting.**