

**Skaneateles Library Association
Board of Directors' Special Meeting
Thursday, January 12, 2017**

Present: Scott Elia, President; David Graham, Vice President; Andrew Hagen, Treasurer; Danette Davis, Secretary; Gina LaRosa Benedict; Mike Cirincione; Paula Conan; Geralyn Huba; Dave Lee; Todd Marshall; Sharon O'Connell; Laurie Spencer; Peg Whitehouse; Nickie Marquis, Library Director; Elaine Buffington, CPA of Buffington and Hoatland CPAs.

Absent: Bob Lotkowitz

President Elia called the meeting to order at 6:33 PM.

He read a thank you note from library employee Matt Murphy thanking the Board for the end-of-year bonus. President Elia noted that he received thank you notes from several employees.

Approval of the December 13, 2016 Regular Meeting Minutes: The minutes were approved.

Public Comment: The following members of the public were present:

Carol Young, 76 E. Genesee St., Skaneateles
John Young, 76 E. Genesee St., Skaneateles
Barry N. Maturevitz, 3325 E. Lake Rd., Skaneateles
Diane Fellerman, 31 E. Austin St, Skaneateles
Jean Cooper, 2413 E. Lake Rd., Skaneateles
Deanna King, library staff member, Assistant Library Director
Betsy Carter, library staff member, Book keeper
Jessica Millman, Bookends Project Director

Public comments related to concerns regarding relocating the library to the Stella Maris property vs. an addition to the current building, and questions about a possible learning center associated with the library.

Investment and Financial report: Elaine Buffington, CPA, presented the Financial Report for the Skaneateles Library Association for the year ending December 31, 2015 and a draft Financial Report for the year ending September 30, 2016. (Note: the library changed from a calendar year accounting schedule to a fiscal year ending September 30th after the 2016 referendum which provided public funding through taxes collected by the school district).

Elaine noted that a few changes were needed for the 2015 Financial Report to bring them into alignment with approved accounting principles. Endowment funds were designated as restricted or temporarily restricted until the Board votes on the use of the funds. President Elia thanked Elaine for her presentation.

Elaine left the meeting at 7:15 PM

By-laws change resolution: Trustee Conan made several motions relative to revisions of the by-laws. First, Trustee Conan noted that it has been determined that no minutes were taken at the October 21, 2014, Board meeting, at which (among other things) the Board had adopted changes to the by-laws relating to the definition of a “quorum.” Using e-mail and electronic records, including an email from the Board President to Trustee Whitehouse on October 22, 2014, Trustee Conan was able to create a reconstruction of the minutes. Following this discussion, Trustee Conan made a motion to adopt the reconstructed October 21, 2014 minutes. The motion was seconded by Trustee Cirincione. The motion passed unanimously.

Trustee Conan then made a motion to ratify the amendments to the Skaneateles Library Association by-laws which had been adopted at the October 21, 2014 meeting “in an abundance of caution.” The motion was seconded by Vice President Graham. The motion passed unanimously.

Finally, Trustee Conan reviewed proposed changes to the by-laws which had been circulated to all Board members by email dated December 30, 2016. The proposed amendments include making the voting rules consistent with our service area, which covers the school district as well as the town and village; changing the voting age to 18 from 21, in order to match the state and federal voting age; and clarifying the time frames of board meetings, among other things.

Trustee Conan made a motion to adopt the amendments to the by-laws of the Skaneateles Library Association which were circulated in the written notice of December 30, 2016. The motion was seconded by Trustee Whitehouse. The motion passed unanimously.

Trustee Conan and Director Marquis will consolidate the by-laws and all amendments made over the past several years to ensure that we are all working with the most up-to-date by-laws. President Elia thanked Trustee Conan for all the work she has put into reviewing and clarifying the by-laws to date.

Director’s Report: The report had been emailed previously. Director Marquis noted that the library will also be offering daytime documentaries. President Elia discussed setting goals for programs. Trustee Benedict noted that the board should review the library’s mission and vision yearly to be sure we are staying in alignment with these as we work towards goals.

Fundraising:

Book Sale: Trustee Conan discussed the possibility of changing the dates of the book sale due to the July 4th holiday being a Tuesday, and the difficulty in finding volunteers to set up over that weekend. She will discuss this further with the book sale committee.

One for the Books: Trustee Conan is unable to chair the committee this year. She has begun to find some community members to assist, but a committee chair is needed.

Bookends update:

Anonymous Letter: President Elia discussed the anonymous letter, purporting to be from Project Bookends, which was mailed to many village residents a couple of weeks ago. The library contacted village officials by emails and letters, and Vice President Graham sent a letter of response to the editors of both local newspapers explaining that this anonymous letter was not from the library, Project Bookends or anyone associated with us.

President Elia feels we do not need to send a mass mailing to further respond. Trustee Benedict stated that many residents do not read the papers and that there is a need to clarify that the library is not seeking donations at this time. She also noted that the unprofessional nature of the anonymous letter reflects poorly on the library. Trustee Spencer pointed out that there is misinformation circulating in the community and that we need to clarify what is actually happening with Project Bookends. There was further discussion about the need to send a positive message with accurate information to the community.

Project Timeline: Bookends Project Director Millman went over a draft timeline. She will be meeting with EDR and the village zoning officer to fill in more dates. Bookends is still planning a 2 ½ year timeline overall. President Elia pointed out that the timeline needs to be expanded to include steps being worked on by all committees.

Trustee Lee stated that we must make clear that the Board has not voted to do this project. The Board only voted to study it and examine the feasibility. Community forums and feasibility studies need to be done before any such vote by the Board could take place. It is also important for the community to know that no public funds or library funds are being spent to do any of the Project Bookends studies or preliminary work.

Current Library Outcomes committee: No formal meetings have taken place yet. President Elia, Project Director Millman, and Evan Dreyfuss have discussed what outside experts could be asked to join the committee.

Communications Plans and Materials: Trustee Benedict reported that Kathryn Miller is creating a positioning statement based on input provided by the board. Press releases and FAQs are being put together. Consultant Libby Post was hired to assist with the response to the anonymous letter. There is agreement that a marketing consultant is needed to create a specific communications plan.

Architecture Firm contract timeline: Trustee Spencer asked how the selection of an architectural firm was made after the December competition. President Elia responded that there was general consensus among the committee that Holmes King Kallquist Architects understood our vision of a style which respects the community and that they incorporated work done by architect Paul Mays who has been assisting us for the past couple of years. Project Director Millman expects a contract tomorrow from HKK. The goal for a conceptual design is May or June.

Bookends Project Director Millman left the meeting at 8:55 PM

Use of Email. Central Calendar requested: President Elia reminded the Board of email etiquette and paying attention when using "Reply All". Trustee Huba requested a central calendar so that everyone knows when all the different committees are meeting.

President Elia said that he will discuss with Director Marquis and Assistant Director King the prospect of providing assistance at the library for Board members to learn to access Project Bookends group email and calendar forums.

Other Committee updates: none

Anonymous Letter recap: There was further discussion about whether a response to the letter needs to be mailed to community residents. There was agreement that information for the public regarding Project Bookends shall be made available on the library website and bulletin board.

President Elia made a motion that the Board not send further correspondence to residents of the village, town or school district in response to the anonymous letter. Trustee Conan seconded the motion.

The motion passed with the following board members voting for it: Elia, Graham, Hagen, Davis, Cirincione, Conan, Huba, Lee, Marshall, O'Connell, Whitehouse.

Trustees Benedict and Spencer voted against the motion. There were no abstentions.

Public Comment: There were further comments about the proposed library move and what the current building might be used for.

The meeting was adjourned at 9:15 PM

Next Meeting:

Thursday, January 26, 2017, Annual Meeting, at 6:30 PM

Elections: Tuesday, February 7, 2017, Trustee Elections at the library

February Meeting: Date and time to be arranged, probably at the Annual Meeting.

Respectfully submitted,
Danette Davis, Secretary