

**Skaneateles Library Association
Board of Directors' Regular Meeting
Tuesday, October 11, 2016**

Present: David Lee, Laurie Spencer, Michael Cirincione, Andrew Hagen, Gina Benedict, Bob Lotkowitz, Geralyn Huba, Sharon O'Connell, Paula Conan, Todd Marshall, David Graham, Peg Whitehouse and Nickie Marquis and Scott Elia were in attendance. Danette Davis joined by conference phone.

Approval of the September 13, 2016 Minutes: There was some discussion as to whether to list how each trustee votes on disputed motions, without resolution. The minutes were then approved.

Public Comment: There were no members of the public present.

Director's Report: The report had been emailed previously. Director Marquis reported that the first check from the Skaneateles Central School District was received. Nickie, also, said that the staff was very touched by their benefit package and raise. Dave Graham supported the decision to provide the raise and benefits and spoke of his visit to another library in Salisbury, Massachusetts, where the library staff was paid much more.

Silence Room: The board was very pleased with the work done on the Silence Room. Peg Whitehouse mentioned that hundreds of hours of work have been done to get it to this point, and there is more to do. Geralyn Huba, Peg Whitehouse and Nickie Marquis will work on sorting and gradually bringing items to the board for de-accession.

Trustee Succession: Dave Graham mentioned that there is an open seat on the board and distributed lists of members. Five members' terms will expire in February.

Stella Maris/Bookends Opportunity: The following eight committees have been formed from the Skaneateles Library Association and the community:

1. Steering Committee
2. Site, Building and Permitting Committee
3. Library Expansion Committee
4. Learning Center Committee
5. Communications and Community Committee
6. Current Library Building Outcomes Committee
7. Finance Committee
8. Barrow Gallery Committee

Scott Elia asked each board member to participate on one or more committees. Jessica Cogan Millman is being hired as a project manager and to help develop the Learning Center concept.

Bookends Building Committee: Scott described a proposal from EDR, an Environmental Design and Research company. Architect Paul Mays has updated floor plans for a possible layout and suggests we could use \$450 per square foot with 9-10% for fees and architectural work as a general estimate. It's our goal to keep our operating costs close to where they are now.

The Building Committee is thinking about having five architectural firms compete in an eight-hour competition. Representatives would come to the Welch-Allyn Lodge, learn the requirements, work for eight hours and submit ideas. This committee will meet in a few weeks.

Bookends Learning Center Committee: We talked about what the function of the Learning Center might be. Co-chair Todd Marshall reported on a brainstorming session of the Learning Center Committee. Programs they have mentioned as possibilities so far are Oasis (which serves adults over 50), the Canandaigua Culinary Arts Center and WeWork Spaces (small fee-based offices). Many programs could be a compliment to the library.

Bookends Communications Committee: The committee is holding off on PR while working on talking points for the board. There hasn't been any substantive change since the winter, but we're now working in committees and there's been some recent interest from the community. The committee will likely seek professional help for marketing and PR. A needs assessment would be helpful to determine what this community really wants and needs.

Current Building Committee: Nickie Marquis is hoping that as many board members as possible be involved in determining what should be done with the current library building. Paula Conan objected to the words "highest and best use" referring to the new building and prefers the words "appropriate, public use".

Bookends Finance Committee: Andrew Hagen and Jim Moore will forecast some expenditures. They're thinking about how to house funds and separate bank accounts. There is an 11/1 deadline for the Allyn Foundation grant applications. The cut-off date is 11/17, but 11/15 would be a practical deadline. We're hoping to secure seed money of up to \$400,000 from the Allyn Family Foundation to develop the project. All contracts and payments will go through the Skaneateles Library Association.

The Finance Committee Proposed Resolution should be voted on next week. We, also, need to a "Letter of Intent" from the Soderbergs regarding their plan to donate the property to the in order for us to evaluate land that we don't currently own. We need to circulate the EDR contract, too, because that company will need to access the lake in good weather, etc. We, also, need to look at Jessica Cogan Millman's contract.

Barrow Gallery Fundraising: Peg Whitehouse reminded trustees that a fundraising letter for the Barrow Gallery will be coming in the mail soon.

The meeting adjourned at approximately 9 PM.

Next Meeting: Monday, October 17 at 6 pm.

Respectfully submitted,

Sharon O'Connell