

**Skaneateles Library Association  
Board of Directors' Regular Meeting  
Tuesday, December 13, 2016**

**Present:** Scott Elia, President; David Graham, Vice President; Andrew Hagen, Treasurer; Danette Davis, Secretary; Gina LaRosa Benedict; Paula Conan; Dave Lee; Bob Lotkowitz; Todd Marshall; Sharon O'Connell; Peg Whitehouse; Nickie Marquis, Library Director.

**Absent:** Mike Cirincione, GERALYN HUBA, Laurie Spencer.

President Elia called the meeting to order at 6:38 PM. He acknowledged with thanks the holiday cookies which the library staff had baked for the board meeting.

**Approval of the November 8, 2016 Regular Meeting Minutes:** The minutes were approved.

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

Carol Young, 46 W. Lake St., Skaneateles  
Dessa Bergen, Old Seneca Turnpike, Skaneateles  
Jan Shadle, E. Lake Rd., Skaneateles  
Deanna King, library staff member, Assistant Library Director  
Jessica Millman, Bookends Project Director

Public comments related to concerns regarding relocating the library and a possible learning center to the Stella Maris property. Dessa Bergen questioned whether all members of the school district can vote in the trustee elections since the by-laws only specify residents of the town and village. This discrepancy will be examined and addressed by amendment to the by-laws.

**Director's Report:** The report had been emailed previously. Director Marquis noted that the use of Hoopla, with downloading e-books and movies through this service, doubled from October to November.

**Silence Room and Staff Office update:** New staff office space has been created upstairs in a portion of the Silence Room. President Elia noted with thanks the donation of wiring for this space by Tom and Andrea Corona of NCS, and the painting of the walls which was donated by Chris Richards.

The downstairs office is also being remodeled and will include space for the processing of books. This will free up space at the circulation desk.

**Discussion of Post Standard article:** There was a general discussion of an article in today's Post Standard about controversy over the Fayetteville Library requesting an increase in its tax levy above the tax cap. It was agreed that the Skaneateles Library needs to continue with transparency and openness.

**Staff Bonuses:** President Elia recommended that staff bonuses be the same as last year, and this is what was budgeted for this year. Bonuses will be paid through the payroll system. Trustee Whitehouse made a motion that staff bonuses be equivalent to last year's bonuses, as reflected in the budget. Trustee Lotkowitz seconded the motion. The motion passed unanimously.

### **Bookends update:**

**Allyn Foundation Gift at the Request of Elsa and Peter Soderberg:** The library applied for a grant from the Allyn Foundation for expenses related to exploring the Bookends opportunity. The Soderbergs recommended to the Allyn Foundation that the grant be approved. OCPL (Onondaga County Library System) recommended that the library board make a resolution formally accepting the Allyn Foundation gift. President Elia read the following resolution:

**Resolution:** The Skaneateles Library Board of Trustees hereby resolves to accept \$400,100 from The Allyn Foundation, granted at the request of Elsa Allyn Soderberg and Peter H. Soderberg, to be used for the development of the Bookends Project.

Vice President Graham made a motion to accept the resolution as drafted. Trustee O'Connell seconded the motion. The motion passed unanimously.

**Project Recap and Timeline:** Trustee Benedict explained that the initial vision for the Bookends Project would be that the library/Barrow Gallery would encompass 80-90% and the learning center would be 10-20%. Both the library and the Bookends committee are committed to keeping the operating budget at the current level. There has been much discussion on the importance of keeping the accounting of all funds transparent and clearly delineated. The timeline is dependent on a number of factors along the process, but an estimated goal is 2 ½ years.

Paul Mays, the architect we have been working with for the past few years, would be involved in the interior design. The architectural competition on December 19 is the first step in developing a proposal of what is possible on the site. The intent of the competition is not to design a building at this time, but to select a partner to work with Paul Mays.

The building size is contingent on potential partners and having a sustainability expert examine the plan. The estimated size is 14,000 sq. ft. to meet the needs of a community of our size. The intent would be to have some unfinished space in the lower level which could be used at a future time if expansion was necessary.

There will be upcoming newspaper articles to update the public and open forum meetings for the public to attend.

### **Review of two existing sites as models for Bookends:**

Treasurer Hagen reviewed two existing models of a learning center concept. He explained that these are aspirational; they are not exactly what we are looking for, but give ideas that we can draw from.

Friends of the Boca Grande Community Center; <http://www.friendsof bocagrande.org/>

This organization is county owned and offers both free and for-fee programs including live events, live streaming, music, lectures, etc.

Society of the Four Arts; <https://www.fourarts.org/>

This organization in Palm Beach, FL features arts, drama, music and literature.

**Communications Plan:** President Elia explained the need to hire a marketing consultant to develop an initial marketing plan to include social media, public forums, etc. The current expectation is that Kathryn Miller and the firm of Pinckney Hugo would be retained for this purpose. President Elia then read the following resolution:

**Resolution:** The Bookends Communications Committee is authorized to negotiate a contract for signature by the President with a marketing firm, to be determined, for a period not to exceed 1 year, not to exceed \$17,000. The purpose of the contract to be marketing of Bookends.

Treasurer Hagen made a motion to accept the resolution as read. Trustee Lotkowitz seconded the motion. The motion passed unanimously.

President Elia pointed out that no tax funds are being used to hire any consultants to explore the Bookends opportunity. These funds are from the grant from The Allyn Foundation.

**Positioning Statement:** President Elia handed out a form from consultant Kathryn Miller for board members to fill out. Board members were to fill in words and ideas that they would use to describe a learning center to their friends and family. Board members shared these after taking a few minutes to write their ideas. These will be given to Kathryn Miller who will consolidate them in developing a Positioning Statement.

**Architecture Competition:** This will be held on December 19 with invited architectural firms. President Elia explained that we are not expecting a finished plan, but wish to see how the firms work to develop ideas. The kick-off will be at 7:30 AM and presentations will be from 4-8 PM. Board members are invited to attend.

**Committee Updates:** Vice President Graham discussed the upcoming board elections. Trustees Cirincione, Conan, Elia, Lee and Marshall are at the end of their current terms; to date, none have indicated an unwillingness to continue on the Board.

Trustee Conan thanked Trustee Benedict and Bookends Project Director Jessica Millman for consolidating and summarizing information on Bookends committee work.

The meeting was adjourned at 8:40PM

**Next Meetings:** Thursday, January 12, 2017 at 6:30 PM  
Thursday, January 26, 2017, Annual Meeting, at 6:30 PM  
Tuesday, February 7, 2017, Trustee Elections at the library

Respectfully submitted,  
Danette Davis, Secretary