

**Skaneateles Library Association  
Board of Directors' Special Meeting  
Thursday, May 25, 2017**

**Present:** Scott Elia, President; David Graham, Vice President; Danette Davis, Secretary; Mike Cirincione; GERALYN Huba; Dave Lee; Bob Lotkowitz; Laurie Spencer; Peg Whitehouse; Staff Members: Nickie Marquis, Library Director; Deanna King, Assistant Library Director.

**Absent:** Paula Conan, Andrew Hagen, Todd Marshall, Sharon O'Connell

**Visitors:**

Jessica Millman, Bookends Project Director

Dave Gallagher, Harvest FRC, Inc

Members of the Public: 20 people were present

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

**Approval of the May 9, 2017 Regular Meeting Minutes:** The minutes were approved.

**Fundraising Feasibility Study:** President Elia introduced Dave Gallagher who reported that he is ready to start the study next month. It should take approximately 8 weeks. The study will give us an idea of how much could be raised for a capital project and where the funding could come from.

**Bookends Planning:** President Elia explained that the purpose of tonight's meeting is to go over the planning steps which need to happen and the associated decision criteria. Some decisions will be affected by such organizations as the NY courts, the NYS Attorney General, the Planning and Zoning boards, etc. The following areas are ones which the board will need to address:

1. Barrow Gallery remaining in current location or moving should the library move.
2. Operational funding
3. Governance of a combined library, gallery and learning center
4. Current Building outcome
5. SLA Endowment amount towards a new building
6. Acceptance of Donation

Discussion notes on the above areas:

1. Barrow Gallery: Vice President Graham recommended that we have Dave Gallagher examine financial considerations related to the Barrow Gallery.
2. Operational Funding: Trustee Lee asked who will be involved in determining the operational costs. Treasurer Hagen is working on getting the finance committee organized for this. Other third parties will be consulted such as our accountants, Buffington and Hoatland.

Trustee Spencer commented that based on the results of the fundraising studies, we may need to consider shrinking the size of the proposed building to stay within the operational budget.

3. **Governance:** Trustee Cirincione recommended that the Library be the lead organization with Memorandums of Understanding (MOU) between the Library, the Barrow Gallery and the proposed Learning Center. He stated that our counsel are assisting with determining Governance structure.

Vice President Graham stated that in seeking Board candidates in the future, the areas of expertise we need to focus on are Personnel/HR; Development/Endowment; and Public Relations/Marketing.

4. **Current Building:** Any sale must be approved by the New York State Attorney General.
5. **SLA Endowment:** Dave Gallagher explained that regardless of how we proceed, we will need to secure bridge financing.
6. **Acceptance of Donation:** Vice President Graham stated that we need information on demolition costs. Dave Nutting of VIP Structures is securing bids.

#### **Non “Board Vote” Factors:**

1. **Safe Location/traffic study:** Project Director Millman has a proposal for a traffic study from GTS Consulting. Once the contract is accepted, the study could be done in June and July which is a heavy traffic season. It would take 2-3 weeks to complete. EDR and Doug Hamlin will examine the contract to be sure that it covers an appropriate scope of work. This traffic study is a sub-contract under the EDR contract.

Trustee Spencer believes that this topic should be included with the Planning areas listed above for board discussion and vote.

2. **Capital Funding Feasibility**
3. **Successful Zoning**
4. **Option to Expand:** This includes determining which decisions are common to both options: expanding at the current building vs. a new building.

#### **Further Discussion:**

Library Director Marquis would like to see a business plan for the proposed Learning Center which would explain where the start-up funding will come from, what kind of staffing is proposed, and projected operational funding.

Grant Funding Extension: Project Director Millman explained that although we have not spent all of the grant funds yet, we will need to reapply to the Allyn Foundation for continued funding for feasibility studies. The term of the current grant was 6 months.

Timeline: Library Director Marquis asked about putting a timeline on the decision criteria discussed tonight. There was agreement that we do not have all the information yet for making decisions. President Elia will coordinate contacting the consultants and other experts in the specific areas in order to start piecing together a timeline. Trustee Cirincione will contact our counsel, MacKenzie Hughes, for a time frame on the governance MOUs.

**Public Comment:**

There were comments relating to the traffic study as well as looking at traffic studies at similar type facilities.

There were several comments related to zoning and the timeline for this. Mr. Barry Maturevitz presented President Elia with a document containing zoning information.

There were other comments about the type of proposed programming at the Learning Center and the cost of such programs, the size of the proposed building and the concept of the three entities (library, gallery and learning center) working together.

**The meeting was adjourned at 7:58 PM**

**Next Board Meetings: June 13, 2017 at 6:30 PM  
July 11, 2017 at 6:30 PM**

**Note: Book Sale is July 20-23, 2017**