

**Skaneateles Library Association
Board of Directors' Regular Meeting
Tuesday, July 18, 2017**

Present: Scott Elia, President; Danette Davis, Secretary; Paula Conan; Geralyn Huba; David Lee; Bob Lotkowitz; Sharon O'Connell; Laurie Spencer; Peg Whitehouse; Nickie Marquis, Library Director.

Attending by phone: David Graham, Vice President

Absent: Mike Cirincione, Andrew Hagen, Todd Marshall

President Elia called the meeting to order at 6:39 PM

Approval of the June 13, 2017 Regular Meeting Minutes: Trustee Huba made a motion to approve the minutes. The motion was seconded by Trustee Whitehouse. The minutes were approved unanimously.

Public comment period: There were five members of the public present. There were no comments at this time.

Library Director's Report: The monthly report had been emailed previously. Director Marquis stated that the Chamber of Commerce has announced that this year's Citizen of the Year award will be given to Charlie Major and David Graham. The board congratulated Vice President Graham on this well-deserved recognition. The ceremony will be November 8.

Director Marquis gave permission to the Skaneateles Festival and the Skaneateles Ski Club to set up tables on the library lawn during the Curbstone Festival.

Library staff are setting up categories which will make browsing for books easier for patrons. Re-cataloging books will take a few months. The library Preschool Storytime has grown in size this year. Library attendance statistics are up also.

Trustee Spencer asked what services the library could provide for Owasco residents. Director Marquis responded that the library would like to have programs at a variety of the outlying areas. We have received a grant for portable computers and she is looking into offering computer classes at different locations. President Elia requested that an outreach programming plan be developed.

Book Sale: Trustee Conan thanked Trustee O'Connell for assistance in finding volunteer help for moving day. The Boy Scouts helped along with the paid movers. Empty boxes still need to be moved back to the library. Final set-up is Wednesday at 4:00 PM, and the sale begins Thursday at 6:00 PM. There are nametags for trustees who are working the sale. The price of books will be the same each day, except for the bag sale on Sunday. Trustee Conan noted that donations were down somewhat this year.

Trustee Whitehouse remembered long-time book sale volunteer, Brad Arthur who recently passed away.

One for the Books: Trustee Conan reported that invitations will go out next week. She will meet with Library Director Marquis and Assistant Director Deanna King to go over the handling of reservations. There will be 12 books with 12 venues and speakers.

Barrow Gallery: Trustee Whitehouse reported that summer volunteers have been showing up faithfully. Volunteer coordinator, Jo Werner, has been sending email reminders.

The Barrow Management Committee approved moving \$15,000 from the operating account to the investment fund.

Trustee Whitehouse noticed a change in attitude during fourth grade field trips to the Barrow this year. There was less respect from students, and teachers were on their cellphones and not engaged with the students or the tour.

Trustee Conan raised the subject of the Barrow needing a new roof. Trustee Whitehouse stated that the Barrow has experienced roof leaks. Trustee Conan suggested that the Barrow “reserve” fund be used to pay for a new Gallery roof. Trustee Whitehouse stated that the Library is responsible for paying for any exterior repairs/maintenance costs of the Gallery. Trustee Conan asked that the subject be added to an upcoming meeting agenda of the Library Board of Directors and requested that the Board be provided any documentation that may be relevant to the issue of which entity was responsible to pay for such cost. Trustee Whitehouse indicated that she and the Management Committee will get an estimate for the roof and talk to Dave Lee to get information together for a discussion at the next board meeting.

Vice President Graham stated that the Finger Lakes Land Trust will be holding a reception for their donors on July 27th on the back lawn of the library. It is to be catered by Joelle’s.

Nominating Procedure for Trustees: President Elia went over the procedure for nominating new trustees to the Board of Directors.

- Trustees are elected for 3 year terms. Vice President Graham keeps track of the terms of trustees.
- The Board nominates members in January.
- An election is held in February. Residents of the town and school district are eligible to vote.
- At the March organizational meeting the board nominates and officially elects the board members.

Trustee Spencer brought up that there was a write-in candidate at the election this year. President Elia responded that according to the library by-laws we do not need to consider write-ins. The board may nominate and elect to fill any trustee vacancies. Trustee Whitehouse stated that historically trustees must have a library card and donate to the library.

President Elia feels it would be timely to start thinking of names for potential trustees. Names should be given to Vice President Graham who then examines their talents and experience in order to assure a well-rounded board with a variety of skills.

Vice President Graham feels we should form a nominating committee which would consist of board members and community members. We should also consider trustee term limits with varying lengths of years in order to spread out when terms expire.

Bookends: On July 7th, Library Director Marquis and trustees Conan, Davis and Marshall met with Project Bookends Director Jessica Millman. Project Director Millman had compiled turnover information including contacts and website links to work plan documents, partnerships, summaries of public forums and open houses, and Bookends committee work. Director Marquis will verify the Holmes King Kallquist drawings and the EDR documents. Trustee Huba asked if we could have access to the survey results from the open houses. Trustee Whitehouse would like more justification on the amount charged by Pinckney Hugo.

President Elia went over the Bookends finances in the board packets and the amount which has been spent from the Allyn Foundation grant for the feasibility studies. The remaining funds can be used for further studies on the future of the library.

Trustee Spencer asked that the minutes reflect that the board recognizes and sincerely thanks the Soderbergs for their generosity in the offer of the Stella Maris property for Project Bookends.

Other Business: Trustee Spencer would like the library to be in the Labor Day Parade again this year. She asked Trustee Lee if we could use his trailer again. It could be decorated the day of the parade. Vice President Graham noted that we should be sure to have insurance coverage for any vehicle in the parade.

Trustee Conan relayed Trustee Hagen's response to a former board question that we do not have insurance for trustees. We should secure legal advice on what the legal exposure of board members is, and what insurance would be recommended. Vice President Graham recommended Mary Gaffney, who works with the Delmonico Insurance Agency, as someone who could possibly assist us with this matter.

Trustee Conan reported that a patron has donated a complete set of Patience Brewster book sale mugs which used to be sold each year at the library book sale.

Public Comment: There was concern about leaks in the Barrow Gallery. Trustee Whitehouse clarified that the leaks were always addressed immediately and repairs were made promptly. However, the roof is aging and future leaks are likely.

There were questions about the nominating procedures for trustees.

A question was asked whether there would be an annual fundraising appeal now that the library receives tax funding.

Another question asked whether Barrow paintings could be displayed in the library or in the upstairs library hall. Trustee Whitehouse explained that paintings were on display in public areas

in the past, but are now only shown in the gallery for security purposes. There was a theft of Barrow paintings from the Onondaga County Public Library in 2005.

Executive Session: President Elia stated that there was a quorum of trustees present, and requested a motion to enter Executive Session because of a discussion which involves a personnel topic as well as a real estate matter.

A motion to enter Executive Session was made by Trustee Huba.
The motion was seconded by Trustee Lotkowitz.
The motion passed with Trustee Conan opposing.

The board entered Executive Session at 8:05 PM.

Coming out of Executive Session, Trustee Whitehouse made a motion to close the Executive Session and to adjourn the regular meeting.
The motion was seconded by Trustee Huba.
The motion passed unanimously.

The meeting was adjourned at 9:55 PM.

Next Board Meeting: Tuesday August 8, 2017 at 6:30 PM

Respectfully submitted,
Danette Davis, Secretary