

**Skaneateles Library Association
Board of Directors Regular Meeting
Tuesday, September 12, 2017**

Present: Scott Elia, President; David Graham, Vice-President; Andrew Hagen, Treasurer; Danette Davis, Secretary; Michael Cirincione; Paula Conan; Geralyn Huba; David Lee; Todd Marshall; Sharon O'Connell; Laurie Spencer; Peg Whitehouse; Nickie Marquis, Library Director; Deanna King, Assistant Library Director.

Absent: Bob Lotkowitz

President Elia called the meeting to order at 6:35 PM.

Approval of the August 8, 2017 Regular Meeting Minutes:

Minutes were approved

Public Comment Period: There were five members of the public present. There was a question about the minutes from the board meetings. It was explained that the approved minutes are available on the library website.

Directors Insurance discussion:

Treasurer Hagen introduced Jed and JD Delmonico from the Delmonico Insurance Agency. The Board had decided in August to purchase a \$1 million "directors and officers" liability insurance policy. The cost is \$450 for the \$1 million policy, which covers both the library and the Barrow Gallery. Legal costs are paid from the policy coverage amount. The insurance agents explained that non-profit boards are well protected in New York State and that claims are only successful in the case of gross negligence. Coverage could be increased to \$2 million for an extra \$350/month. There was discussion as to whether \$1 million is enough. Trustee Cirincione recommended that the board add enough D&O additional insurance to cover the value of the endowment. Trustee Conan asked if legal representation is included for any claim made against any Library Board members arising from their roles as such. It is, subject to a \$100 deductible.

A discussion of "employer's" insurance then took place. The agents recommended a policy to cover such things as employment discrimination, harassment claims, and so on that would pay up to \$1 million dollars plus "unlimited" legal costs. The policy cost would be approximately \$420/year. The board thanked the Delmonico's for their time and information. The Board agreed to pursue the higher coverage limits; no vote was necessary. The budget will be adjusted accordingly.

Barrow:

President Elia feels that a part time staff position is needed to assist with fundraising and development. He asked if this employee could also fill the position of Barrow Director when Trustee Whitehouse retires. Trustee Whitehouse had discussed this with the Barrow Management Committee and asked if any members were interested in the position. Regina Middleton expressed an interest in the Barrow director position, but not in the combined position. Jessica Millman expressed an interest in the combined position. Trustee Whitehouse and members of the committee will meet with Travis Newton from LeMoyne College Museum Studies program to learn about trends in the field and current salary ranges. Trustee Whitehouse has been working 40-50 hours per month which is more than previous directors. This has allowed the gallery to be open more hours and to remain open year-round.

Trustee Conan wondered if the fund-raising position/Barrow director position could be combined with the position of volunteer coordinator, and also urged that the position be made known to all current staff so that anyone on the library staff who might be interested could compete for it.

There was discussion as to whether the Barrow director should be a separate position, or whether the right person could fulfill both roles. It was decided that job descriptions needs to be developed and then the job(s) could be advertised. The Creamery could be asked for information on where they advertised for a new director. Perhaps Gina LaRosa Benedict could be asked to assist with developing a job description. Trustee Marshall volunteered to work on the job description.

President Elia made a motion to put \$15,000 back into the proposed budget to help fund the position (\$5,000 had previously been designated for a volunteer coordinator position), with the understanding that the Barrow would contribute towards the eventual costs. Trustee Conan seconded the motion.

The motion passed unanimously.

Strategic Communications contract discussion and vote:

A clause should be added to the contract to review it in 6 months. The split is now written as 85% assistance with library operational communications/15% building search communications. There was discussion as to whether this should be 70/30 or 60/40 instead. Trustee Conan suggested a library column be featured in the newspaper, perhaps written by library staff, to improve communication with the public.

Trustee Marshall left at 7:35.

Discussion was broken off so that the budget could be discussed before Treasurer Hagen needed to leave.

Budget:

Treasurer Hagen explained that the budget amount will go up approximately \$1200 with the additional directors' liability insurance. The amount of \$15,000 for a volunteer coordinator/fundraising position will be added, as discussed above. PR communications budget amount would increase to \$7,200.

Director Marquis would like to raise the budget for collection materials from \$40,000 to \$45,000. The Hoopla downloading service is more popular than expected. She would like to add Kanopy which is an additional movie streaming service.

Trustee Lee has gotten an estimate for the Barrow roof, but it does not include some other needed repairs. The last complete roof was put on the Barrow Gallery in 1977. There was agreement that the roof should be listed as a capital improvement. Trustee Lee said that \$20,000 would be an estimated amount.

Trustee Hagen stated that there would need to be an additional transfer from investments on the income side. He thanked Director Marquis for all of her assistance with putting together the budget. Vice President Graham and Trustee Whitehouse praised the work done by Betsy Carter, the bookkeeper.

Trustee Conan made a motion to approve the budget with the discussed changes.

Vice President Graham seconded the motion.

The motion passed unanimously.

Treasurer Hagen left at 7:55 PM.

Library Director's Report:

The monthly report was emailed previously. President Elia praised the library's participation in the Labor Day Parade and congratulated those who were involved with winning first prize for the float.

Director Marquis stated that there is a new "Digital Learning" tab on the website with information on library services. She feels the increase in circulation is likely due to our increased budget this past year: the library has been able to purchase more materials to circulate and has offered more programs which bring more people into the library.

Village Bays discussion and vote:

Trustees Conan, Lee, Marshall and Director Marquis have met with the Village about the possibility of using the bays for sorting and storing books. They also discussed this possibility with the book sorters.

Trustee Conan made the following motion to allow the committee to:

1. Negotiate with the Village to reach an agreement to lease the apparatus bays for a period of 3-to-5 years for a *de minimis* rent (probably \$1/year).
2. Expend up to \$10,000 to make physical changes to and furnish the location as needed to accommodate the donation/collection/sorting/selling operation.
3. Expend up to \$5,000/year during the life of the lease to cover utilities and other expenses that may be associated with using the apparatus bays location.

The motion was seconded by Trustee O'Connell.

The motion passed unanimously.

Allyn Foundation letter and Soderberg letter next steps:

President Elia is discussing a proposal from VIP to assist with the following:

1. Search for another feasible location
2. Further study of the existing building
3. Assistance with the apparatus bay project

We will need to work out details and amounts with VIP. We have also spoken with architect Paul Mays and he will reexamine ideas for improving the existing building, and also look beyond the set-back limits. He would work with VIP.

Strategic Communications recommends that we do an interview with the press to explain that we are examining all options.

The Allyn Foundation letter stated that the library can use the remaining funds for the sole purpose of continued exploration of a new site for the Library, and potentially for revenue generating, educational or cultural programming held outside of the existing library building (i.e. program concepts that were contemplated as part of the recent Bookend Project) subject to the approval of a new request.

Return to Strategic Communications discussion (interrupted earlier in the meeting):

There was discussion that there should be two separate contracts with Strategic Communications because the work for operational PR would be funded from a different source than PR assistance with a

building search. Wording should be included that states the contract would be re-evaluated if we do not get the Allyn Foundation funding. Re-evaluation of the split percentages should be done after 6 months.

Trustee Conan made a motion that President Elia be authorized to enter into two contracts with Strategic Communications for PR services for operations and for building search with an anticipated 60/40 split, respectively, the total of both contracts not to exceed \$18,000/year.

The motion was seconded by Trustee Whitehouse.
The motion passed with Trustee Lee opposing.

Board Openings:

Vice President Graham believes a committee composed of board members and perhaps three community members would be an effective way to work on getting recommendations for open board positions. There was agreement with this idea. Board members should get names of community members who might serve on such a committee to Vice President Graham along with any recommendations for new board members. Vice President Graham will be checking with board members whose terms are expiring.

Trustee Conan left at 8:30 PM.

Public Comment:

One member of the public commented that updates in the newspaper on what the library board's plans are would be a good idea.

Another member felt that any discussion of the previous Learning Center plans should be carefully worded so as not to cause confusion with future plans.

It is felt that the proposed staff position of development/fundraising coordinator should have a professionally written job description.

The meeting was adjourned at 8:40 PM

Respectfully submitted,

Danette Davis, Secretary