

Skaneateles Library Association
Board of Directors' Regular Meeting
Tuesday, October 10, 2017

Present: Scott Elia, President; David Graham, Vice President; Andrew Hagen, Treasurer; Danette Davis, Secretary; Mike Cirincione; Paula Conan; GERALYN HUBA; David Lee; Bob Lotkowitz; Todd Marshall; Sharon O'Connell; Peg Whitehouse; Nickie Marquis, Library Director; Deanna King, Assistant Library Director.

Absent: Laurie Spencer

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

Approval of the September 12, 2017 Regular Meeting Minutes: The minutes were approved.

Library Director's Report: The monthly report had been emailed previously. Director Marquis also noted that the YMCA hopes to complete work on the floors so that the library's Smart Locker can be put back in place. The Manhattan Film Shorts, shown at the library on October 6th, was well received.

QuickBooks: There needs to be a change in administrator for the library's bookkeeping software, QuickBooks. President Elia made a motion that Treasurer Andrew Hagen be appointed Master Administrator for the QuickBooks account. Trustee Conan seconded the motion. The motion passed unanimously.

One for the Books: Trustee Conan reported that most seats have been sold out for this coming Saturday's One for the Books event which will be held at ten different homes. Trustee O'Connell and Pam Freeman have prepared a PowerPoint presentation for the reception which will be held at the library after the dinner book discussions.

Barrow Gallery: Trustee Whitehouse reported that the Gallery has received an unsolicited grant from a foundation in Pasadena which is chaired by a former Skaneateles resident. A portion of the funds will be used towards brass plaques for the Barrow paintings which are displayed on the wainscoting in the Gallery. The Gallery will also be able to use approximately \$3,500 each year, for 3 years, towards the restoration of three paintings.

Trustee Whitehouse announced that fund drive letters for the Barrow will be sent this week.

She circulated a job description which will be used to advertise the position of Gallery Director. Travis Newton from LeMoyne College's Museum Studies program assisted in developing the job description and the recommended hourly rate of pay. The Barrow Management Committee will review resumes and a smaller committee will conduct interviews. Trustee Conan asked if Trustee Whitehouse could ask the Creamery for information on how they searched for their new director.

Barrow Roof: Trustee Lee reported that there is insulation in the roof, but that it is quite poor. To add marginally better insulation would be an additional \$12,000 (for a roof total of

approximately \$28,000). Since there are only a couple of areas in need of serious repair, Trustee Lee has put together a repair plan which should be good for about 10 years at a cost of \$3,000-\$4,000. There was discussion as to whether a complete roof restoration should be done at this time since we do not yet know our plans for renovations of the library.

Trustee Huba asked for clarification on how the roof/repair would be paid for. Trustee Conan stated that originally the Library was responsible for repairs to the Gallery, but that when the Trust was revised, repairs became the responsibility of the Gallery. However, the tradition has often been for the Library to pay for repairs.

President Elia made a motion that we proceed with roof repairs to the Barrow Gallery as recommended by Trustee Lee, the total not to exceed \$6,000. The motion was seconded by Trustee Huba. The motion passed with Trustee Conan opposing.

Barrow Director Succession: Trustee Whitehouse reported that the Barrow endowment has been built up with diligent work. The amount of \$9,000 will be tapped from the endowment toward paying the salary of a qualified new director. Trustee Conan expressed objection to using investment funds from the Gallery endowment to pay for operational expenses such as salaries. Vice President Graham asked for an updated report on the Barrow endowment. Trustee Whitehouse suggested the idea that the Gallery Director would perhaps attend meetings of the Library Board without being a voting member.

President Elia asked for a committee to look at Funding and Governance of the Barrow Gallery. Treasurer Hagen, Trustees Cirincione, Conan and Huba will serve on the committee and will also ask two volunteers from the Barrow Management Committee to assist.

Village Bays: Trustee Conan has asked that our committee's proposal be on the Village Board agenda this Thursday. The Village Board has been impressed with the number of supporters who attended a previous meeting.

Allyn Foundation letter and Soderberg letter next steps: We need to turn in a proposal to the Allyn Foundation with our plans for using the remaining Bookends funds by December 1st. We would need to include a letter with our request and attach quotes from VIP and Rowland Butler Mays. President Elia asked for Board members to look over the proposal before finalizing it. Trustees Cirincione, Lotkowitz, Vice President Graham and Director Marquis will assist President Elia.

Board Openings: Vice President Graham explained that prior to 2013 the Library Board consisted of twelve members, divided into four groups of 3-year terms. At that time the Board was increased to fifteen members. There are currently two vacancies on the Board as well as possible vacancies from members whose terms will be expiring after the end of this year. Trustee Whitehouse stated that she will be serving all of her term which ends in 2019. Vice President Graham will be stepping down when his term ends, also in 2019.

Vice President Graham has been taking names and contacting community members to form a committee which will seek potential new board members. The committee will meet afternoons.

The following community members have agreed to assist with this committee: Jack Boyce, Larry Palmieri, Jackie Miron, Ashley Palmer, and Kathy Long. Vice President Graham asked for board members who could join him on this committee. Trustees Conan, Huba and O'Connell offered their assistance.

Vice President Graham has a beginning list of suggestions for new Board members. He stated that in the future the Board may consider increasing its number of members. In the long range, the Board may consider term limits which many non-profit boards have.

Financials: Treasurer Hagen explained that the fiscal year ended September 30 and that this year's tax dollars will be received soon. We ended the year with \$42,000 in the checking balance without needing to draw from the endowment. The Bookends checking balance was \$183,000, but this amount will probably be spent after receiving a response from our proposal. There was good growth in investments.

Trustee Conan left at 7:48 PM

Public Comment: There was a comment on the excellent Nominating Committee which Vice President Graham announced, and that some of these committee members would be good potential board members. It was asked whether they are all members of the Library. The response was that yes, they all have library cards.

Next Board Meeting: Tuesday November 14, 2017 at 6:30 PM

Respectfully submitted,
Danette Davis, Secretary