

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

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

Absent: Mike Cirincione

President Elia called the meeting to order at 6:36 PM

Approval of the November 14, 2017 Regular Meeting Minutes: The minutes were approved.

President Elia noted the lovely gift bags of holiday cookies prepared by the library staff for the library board.

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

Barrow Gallery:

Director Whitehouse reported that the Barrow Management Committee would like to recommend Regina Middleton as candidate for the position of Barrow Gallery Director. Regina has been on the Barrow Management Committee for over 10 years. She has worked for West Lake Conservators for 30 years and is well acquainted with the Barrow collection. Regina will be leaving her position at West Lake Conservators and start work at the Barrow Gallery January 2, working 10-15 hours per week.

Trustee Whitehouse made a motion to the trustees of the Barrow Trust that Regina Middleton be appointed the new Barrow Gallery director as of January 1, 2018. Trustee Huba seconded the motion. The motion passed unanimously. Trustee Whitehouse will prepare an offer of employment.

1. By-laws had been sent previously to the trustees by Trustee Conan. These by-laws will be voted on in January by the trustees. The Management Committee is working on policies.
2. Trustee Lee reported on repairs to the Barrow Gallery roof. The roof is in good shape for the winter. There is some more minor carpentry work to be done in the spring.
3. Profit and Loss Statement for the Barrow Gallery – Vice President Graham asked that Treasurer Hagen or the accountant take a look at appreciation. Trustee Whitehouse stated that the Management Committee will continue to work on the budget and the financial reports.
4. Trustee Whitehouse reported that the annual Barrow Fund Drive has met its projected goal.

Library Director's Report: The monthly report had been emailed previously. There is a correction to the statistics: Total attendance at programs should be 6,189 and total programs should be 403.

Three policies were sent out previously which need to be reviewed and reconfirmed by the Board:

Unexpected Closings: Trustee Conan made a motion to approve the Unexpected Closings policy which was first approved on October 21, 2014. Trustee Marshall seconded the motion. The motion passed unanimously.

Circulation of Materials: Trustee Conan made a motion to approve the Circulation of Materials policy which was first approved on November 18, 2014. The motion was seconded by Trustee Huba. The motion passed unanimously.

Patron Code of Conduct: Trustee Conan made a motion to approve the Patron Code of Conduct which was first approved on October 21, 2014. The motion was seconded by Vice President Graham. The motion passed unanimously.

Trustee Whitehouse left the meeting at 7 PM.

Director Marquis explained "Kanopy" which is a movie streaming service. Movies can be watched on any mobile device, smart TV or computer. She also explained "unusual item" kits which are available for patrons to check out. These include a Roku kit for streaming movies, thermal detector and kilowatt meter, Google cardboard, air quality monitor, and a wifi hotspot. These will be advertised in the library newsletter. Trustee Lee is building a display case so that the kits will be visible to patrons.

Vice President Graham praised the new format and the content of the newsletters. He thanked Assistant Director King for her work on this. He mentioned that the Marcellus Library distributes newsletters around the community and suggested that perhaps we could distribute some of our newsletters to the YMCA, the bakery, hair salons, etc and to realtors or the Chamber of Commerce for new residents.

Treasurer Financial Report: Treasurer Hagen reported that \$149,456.00 in funds from the Bookends Project were returned to the Allyn Foundation.

There was discussion about the procedure for paying bills and recommendations discussed with our accounting firm for financial controls. Director Marquis approves bills to be paid, Betsy Carter, the bookkeeper, writes the checks, and Treasurer Hagen signs the checks. It is more difficult to institute controls for cash collected for overdue fines, etc. This represents a very small amount of cash, but Director Marquis is looking into a cash register to better track cash handling.

Trustee Spencer asked a question about holiday bonuses to staff. President Elia replied that \$2,800 had been allotted in the budget for bonuses. This will be distributed as checks through the payroll service. Bonuses used to be given as cash, but checks provide better financial controls for record keeping.

Board Openings: Vice President Graham thanked trustees Huba and O’Connell for their help with the Nominating Committee which also consists of community members Jack Boyce, Kathy Long, Jackie Miron, Ashley Palmer, and Larry Palmieri. The committee reviewed the names and qualifications of 40 people. They have completed interviews with the top four candidates. All four have agreed to serve on the Library Board (three 3-year terms, and one 1-year term).

Vice President Graham stated that for purposes of full transparency, the library’s website is advertising the opportunity for interested people to apply for a seat on the board by submitting their resume within the next two weeks. Strategic Communications is working on a press release thanking the community for their interest and involvement in the nominating process.

Trustee Huba stated that the candidates are all very talented and the Nominating Committee was impressed by the many excellent questions that they asked.

Vice President Graham shared the suggestion from the committee that Trustee Conan be asked to assist in looking into by-law changes for the terms of trustees. There was discussion as to why the annual meeting is in January when the candidates are nominated, and then the election is held in February with new members starting their terms in March.

There was further discussion about the nominating process. Trustee O’Connell felt the process was more robust with the involvement of community members than the former process had been. Trustee Spencer liked the idea of out-going trustees being on the nominating committee.

There was a suggestion that the board and the public be able to meet nominees before the nominating meeting and the election. Trustee Marshall suggested a Meet and Greet for new board candidates before the annual meeting. It was decided to invite the nominees to meet the existing Board before the Annual Meeting on January 25th. 6:00pm was set as the time.

Library Strategic Initiatives:

Location search: President Elia reported that a dozen sites have been analyzed and ranked for feasibility of a new location for the library. Board members should email President Elia or Director Marquis if interested in being on the committee for site analysis and to determine site criteria.

Existing Building expansion: Architect Paul Mays was unable to come this past week. Director Marquis is working on criteria for this project via email with Paul and he will be coming at the end of the month. He is looking at all the comments received from the public during the Project Bookends process as to what they want in their library.

National Theater Live: A summary of this program was sent previously by Director Marquis.

Village Bays: A draft of Trustee Lee’s plan for remodeling the bays for book sorting and storage of book donations was passed around. Trustee Lee explained that the use of mobile,

flexible units would allow for the space to be rearranged as needed for different activities. This draft will be discussed with the book sorters.

Trustee Conan left the meeting at 8:25 PM.

Trustee Huba commented on how nicely decorated the fireplace mantle is for the holidays.

Dickens Book Sale: Director Marquis reported that approximately \$2,000 was made over two weekends of the sale. It went better than expected and thanks are due to volunteer Allison Rutter for organizing the sale this year.

Public Comment: There was praise for the quality of the books sold at the Dickens library book sale this month.

There was a comment that the Marcellus library newsletters are also distributed to doctors' offices.

Trustee Lee's ideas for the Village Bays are very good. There was a question about what might be done for the cold concrete floors.

A question was asked whether a smart TV is needed to use the Roku device. Director Marquis responded that the Roku will allow streaming if someone does not have a smart TV.

Trustee Huba left the meeting at 8:30 PM.

Executive Session: President Elia made a motion that the Board go into Executive Session for the purpose of discussing real estate. Trustee Spencer seconded the motion. The motion passed unanimously.

The Regular Board Meeting concluded at 8:30PM.

The Board entered Executive Session at 8:35 PM.

Respectfully submitted,
Danette Davis, Secretary

Next Board Meeting: Thursday January 25, 2018 at 6:30 PM
NOTE: Meet the new Board nominees at 6:00 PM