

**Skaneateles Library Association
Board of Directors' Regular Meeting
Tuesday, April 10th 2018**

Present: Danette Davis, President; David Graham, Vice President; Andrew Hagen, Treasurer; Trustees Karen Bedard, Susanne Guske, David Hempson, Amanda Latreille, David Lee, Bob Lotkowitz, Scott Elia, Paula Conan, and Todd Marshall; Library Director Nickie Marquis, and Assistant Library Director Deanna King.

Visiting – Kim Baley – Accountant from Buffington & Hoatland CPA's

Absent: Laurie Spencer, Secretary; Trustees Peg Whitehouse and Mike Cirincione

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

Approval of the January 25, 2018 Regular Meeting Minutes:

Vice President Graham made a motion to approve the minutes. Trustee Bob Lotkowitz seconded the motion. The minutes were approved unanimously.

Treasurer Financial Report: Treasurer Hagen reported that the Finance Committee had doubled in size with the addition of Trustee Guske. He then turned the report over to Kim Baley, of *Buffington & Hoatland* the library's CPA firm, for the 2017 financial report.

Ms. Baley provided a financial report covering the 9 months ending Sept. 2016 and the full fiscal year 2017 – year ending September 30th, 2017 and also reviewed the statement of financial condition, state of activities, statement of changes in net assets, statement of functional expenses.

Comparisons of year over year expenses were difficult as a result of the stub year in 2016 in the report.

Some highlights of the report included: the Allyn Foundation donation for project Bookends, \$119,000 gain from investment income, investment income has been positive over the past two years, expenses are up \$98,000, benefits up \$10,000 as a result of staffing changes, consulting costs are up as a result of the Bookends project.

Management letter was briefly reviewed and it was shared that the accounting firm and library management work well together in a collaborative relationship.

Trustee Hempson asked about a "Delegation of Authority" policy for spending limits. The Finance committee shared that there is a policy regarding spending and that checks are signed by the SLA BOD treasurer. In some circumstances the Director can issue a check as covered in the library policy.

The threshold where the NYS Education department would require registration was discussed. It was concluded that the threshold from a tax levy would have to reach about \$750,000 – the Library is well under that threshold at \$350,000 annually.

A lengthy discussion was held regarding how to account for and allocate the \$42,000 surplus from 2017. The Finance Committee proposed that two funds be set up when a surplus result, apportioned by the percentage relationship between the tax levy and overall expenditures. The larger fund would be set aside in a “contingency” fund designated for operating expenses. The smaller fund (theoretically, the surplus from fund-raising, donations, investment income) would be set aside in an unrestricted “contingency fund”.

Discussion followed. A number of SLA BOD members expressed the opinion that the tax levy of \$350,000 annually should always be the first funds spent and fully applied to the library’s operating expenses which currently exceed that funding. Several Board members commented about the importance of being able to assure taxpayers that all of their tax dollars are at work supporting the library.

Treasurer Hagen stated that the views of the SLA BOD would guide the Finance Committee towards the development of a revised proposal to be presented at the next SLA BOD meeting.

The SLA BOD decided that an annual review of the tax levy spending would occur and be managed on a year to year basis.

Trustee Conan reminded the Board of its previous determination, during the life of the Bookends project, that, \$1 million dollars would be allocated towards that new construction from the Library’s investment account.

A capital campaign, grants, and other sources of revenue would be required to raise the rest of the funds needed to build a new library.

At 7:30 PM a motion was made and seconded to suspend the SLA BOD meeting to call to order the Barrow Gallery BOD meeting.

The SLA BOD meeting was called back to order by SLA President Danette Davis at 7:56 PM.

Library Director’s Report: The director’s report had been emailed previously.

Director Marquis shared that this is National Library Staff Appreciation Week – The SLA Board shared their appreciation for the library staff and all the wonderful work the staff performs on behalf of the community.

Discussion ensued regarding ideas to promote the library. Suggestions included taking the top 5 programs and communicating their success, sharing information about the increases in library usage by the community, demonstrating the value the library brings to our local citizens.

Discussion also occurred regarding the parameters to sunset existing programs. Minecraft was used as an example. This program is begin ended because attendance was waning and the population it served was limited.

The meditation program although lightly utilized, takes little resources other than space and therefor will continue.

The library is working to provide more STEAM (Science – Technology – Engineering – Art/Architecture– Math) programming for kids. This programming takes incremental effort and will be piloted during spring break week – April 23rd – 27th.

Trustee Graham asked about the possibility of the library collaborating with Baltimore Woods and Schweinfurth Museum in Auburn – these are possibilities to pursue.

Strategic Initiative Overview:

Communications

Monthly program update will be provided in the Skaneateles Press.
Strategic communication plan is being developed with the PR firm.

Village Bays

Village bays – these will be available as a site for the Summer Book Sale for 2018 and possibly 2019. After that, availability is doubtful

As a result, the renovation project for a book drop-off at the Village Bays is cancelled

Book Sale: July 5th -8th – please mark your calendar - we need volunteers

Book donation drop off – will continue to take place at the library

Existing Library Building Expansion

The firm of *Butler/Roland/Mays* was tasked with re-drafting a renovation plan for the current library – incorporating needs developed by Director Marquis and library staff.

These plans have been developed with a no-restriction approach attempting to accommodate as many library strategic needs as possible.

The revised plans will be presented to the Site Selection Committee on Thursday April 12th at 5:30 PM. Trustees are welcome to attend. (**Note - this meeting was later postponed to April 19th**)

Trustees unable to attend this meeting are welcome to set up a plan review with Director Marquis.

Location Committee Report

Library Trustee Scott Elia presented the Location Search report.

The search committee has evaluated 19 sites, utilizing a mechanism developed by the committee to score each site. The criteria for scoring was previously shared with the SLA BOD.

The committee has narrowed down the potential sites based upon the criteria established. Further discussion of these sites will take place in executive session following the open Board meeting.

The current library site was scored along with all other possibilities.

Public Comment

Two members of the public were present – Dessa Bergen and Carol Young.

Dessa Bergen asked whether the public would be invited to see the draft developed by Paul Mays of the renovated library – the answer was yes, at some point, but only after the SLA board reviewed it and the drawings were finalized. No date could be provided at this point.

Dessa Bergen also commented that during the week from September to June the “parking is not too bad” - Some mothers walk to the library with young kids – nursery school kids walk to the library – library is unique to the village – “the parking situation is hog wash and over stated”.

Carol Young stated her view that it is time for the SLA BOD to consider what the community wants – stop thinking about 19 other places – “parking is free to noon each day” (this assertion needs to be confirmed)

A motion was made and seconded to enter into Executive Session to discuss real estate matters at 8:10 PM.

**Respectfully submitted,
Dave Hempson, Trustee**

Next Meeting: Tuesday May 8, 2018 at 6:30 PM