

Skaneateles Library Association
Board of Directors' Regular Meeting
Tuesday August 14th 2018

Present: Danette Davis, President; David Graham, Vice President; Andrew Hagen, Treasurer; Peg Whitehouse, Karen Bedard; Susanne Guske; David Hempson; David Lee; Bob Lotkowitz, Scott Elia, Nickie Marquis, Library Director.

Absent: Laurie Spencer, Secretary; Amanda Latreille; Mike Cirincione; Paula Conan; Todd Marshall

BOD (Board of Directors) President Danette Davis called the meeting to order at 6:40 PM.

Approval of the June 12th, 2018 Regular Meeting Minutes:

A motion made by Peg Whitehouse and seconded by Scott Elia to approve the minutes of the June 12th SLA BOD meeting. The minutes were approved unanimously.

It was discussed that Mike Cirincione had resigned from the SLA BOD effective immediately. David Graham made a motion to accept Mike's resignation with regret, the motion was seconded by Dave Hempson, the board voted unanimously to accept Mike's resignation. The SLA Board thanked Mike for his service.

Public Comment

Danette Davis opened the meeting to public comment – there were 4 members of the public present.

A comment was made regarding the “charade” involving the possibility of relocating the library to a new location from its historic building. The chair responded that there is a process in place to evaluate all options to provide the quality and scope of service required by our residents.

Treasurer Financial Report: Treasurer Hagen delivered the Treasurer's report.

Some highlights of the report included that we are on pace to meet our annual budget.

Contributions to the library are running ahead of the budget estimates. The guitar series donations were a positive, the program considered a success.

The projection for the remainder of the year was that we will be close to using all the income generated, we may have to use some of last year's surplus, or we could have a small surplus by year end, the actual vs budget is just too close to call right now.

Outstanding expenses include insurance, that expense is budgeted, and will hit the P&L prior to the end of the budget year.

The concept of a special savings account to manage year end budget surpluses was discussed. These funds, when a surplus exists, would be held in reserve for extraordinary expenses, annual budget shortfalls as an offset.

This process, a designated savings account for surpluses, should they occur, would make the tracking of surpluses transparent to the BOD, the concept was supported by trustee Scott Elia as a reasonable approach to the issue.

The concept will be formally presented at the September BOD meeting with a final proposal. Nickie Marquis commented that the library already has a savings account that is rarely used, with an insignificant balance, that could easily be re-purposed for this “surplus fund” concept.

The budget will be reviewed at the September BOD meeting.

This concluded the treasurer’s report – The SLA BOD thanked the finance team for their work, well formatted financial reports, and update.

Library Director’s Report

The director shared that the report and the library statistics were distributed to the SLA Board members via email prior to the SLA Board meeting.

The Auburn *Merry Go Round Theater* performed on August 13th at Austin Park, about 154 folks attended the performance – the program was funded from a grant, therefore, there was no charge for attendance.

Martha Duckett retired from the library, after 25 years of service. The BOD extended their thanks to Martha for her tenure, and her service to the library and community. A note from Martha was shared with the trustees at the meeting.

Circulation Policy: The BOD reviewed the updated circulation policy, the policy eliminates fines for children and middle readers completely in an effort to generate more reading and library utilization by this age group. The policy also removed reference to specific fine amounts for greater flexibility with the negotiation of fines. Reference was made to the collection agency charged with overdue book collections – Unique Management Services – and their collaborative approach to securing books and fines.

The director’s report was accepted on a motion by David Lee, and seconded by Susanne Guske, the BOD unanimously voted to accept the director’s report as presented.

Book Sale

The BOD expressed their sincere thanks to Paula Conan for her leadership of the book sale. The organization of this year's sale was the best ever. The coordination, sorting, alphabetizing, moving, resulted in very positive feedback from the customers, workers, and BOD members.

The sale raised about \$21,000 net for the library

We are looking for co-chairs to take on the effort for 2019 – we need your support to take over for Paula, as discussed, big shoes to fill!

The BOD also expressed thanks to the countless volunteers who helped with the project. Appreciation was expressed to David Lee for the use of his trailer and his help with setting up and taking down.

It was discussed that the Village Bays may be available for 2019, and possibly 2020, the village is moving slowly on their plans. Once we find out the status, there may be incentive to develop a sorting area with shelving, we are also insuring the space at a cost of \$6-800.00 dollars annually. If the space will still be available we will continue the insurance.

Communication Committee

The committee reviewed the “Did You Know” program and the positive feedback from the lawn signs to help residents understand the breadth of services offered by the library. Peg Whitehouse commented that the signs were effective and well done.

The Facebook presence was updated, if you “like” the FB page on your Facebook account, you can help promote the page and the activities of the library.

The committee discussed the consulting arrangement with *Strategic Communications*, our current provider.

The committee is in the process of re-negotiating the current contract with this provider, working to define their role, and making sure we are receiving fair value for the cost.

The communication team is working on the library mission, most effective communication processes, and will update the BOD at the September meeting with their progress.

Scott Elia commented that he attended a committee meeting – Both Nickie and Deanna were doing a great job, the committee was focused and reaching out to share the message that the library is not just a place for books.

A question was raised, how can we get more exposure in the Sunday paper supplement – insert, promoting the library's events? The staff will investigate and report back.

The Library's fundraiser, with Loren Barriger performing to support the guitar series, was well attended with about 223 folks in attendance at the Presbyterian Church.

The *Spafford Little Library* is doing well – it is well stocked and has been a success. The question was raised if the Free Little Library program could be expanded. The cost runs from \$3-400.00 to over a thousand dollars for a little library.

A suggestion was offered, if construction of free little libraries could be managed as an Eagle Scout project or possibly a rotary project – Owasco and Mottville were suggested as possible locations.

Nominating Committee Report

Dave Graham updated the BOD on the status of the nominating committee

Last year's process was deemed successful and will be replicated in 2018 for 2019 trustees.

BOD turnover includes – David Graham, Peg Whitehouse, Dave Hempson whose terms are ending and Mike Cirincione, who has resigned.

David requested one current BOD member to volunteer, and maybe one or two retiring board members to serve on the nominating committee – please contact David Graham directly if you are interested.

Deanna and Nickie will suggest names of community members to add additional nominating committee members - we would like to target 5 outside members for vetting, interviewing, and recommending.

Skill sets of interest for new board members include – Legal, Human Resource, and Financial.

The governance committee is reviewing the process utilized to select and approve board members and may make a recommendation for a process change.

The nominating committee would like to get underway in September – and complete their work by December – to enable the new trustees to be seated in January 2019.

Recommendations for new trustees are open to all, if you have an idea or suggestions, please pass on to David Graham. It was stated that we have good diversity – mix, age, skills, locations, please keep these factors in mind as you make recommendations.

Site Committee

Scott Elia provided the site committee update – the committee has investigated and evaluated 19 possible sites for a new library – and reviewed plans to expand the existing library – the committee has narrowed the possible sites to a smaller number of feasible sites.

The committee has made a thorough review of the second set of architectural drawings for the existing building expansion.

The committee will continue to refine its evaluation regarding options, a new library building and site, as well as a renovated and expanded existing building

The committee is beginning to look at the costs for the various options and will provide an update in September.

Public Comment

Fran McCormick – commented that the library is doing a good job -more press releases would be positive in the Post Standard – can we reduce cost of Strategic Communications? Book Sale was positive – can we review pricing, and possibly lower the costs, in an effort to sell more books?

Danette responded that we can look at adding a credit card capability for the book sale, the book sale committee will review all suggestions – all left over books are donated to Rotary and the Rescue Mission.

Carol Young– is the site committee looking at the current library as an option? Damp/wet basements are part of historic building, and offsite space can be used.

Dessa Bergen - suggested that the BOD should evaluate input from local architect. Book Sale is a positive community event!

Danette responded that the site committee is reviewing options to expand and update the current library - as well as new sites. BOD is open to input from anyone

Danette thanked the public for their input and comments

A motion was made and seconded to adjourn at 7:45 PM -the motion carried.