

Skaneateles Library Association
Regular Meeting Agenda
October 9, 2018

Present: President Danette Davis, Vice President David Graham, Secretary Laurie Spencer, Trustees Paula Conan, Scott Elia, Susanne Guske, Dave Hempson, Karen Morrissey Bedard, Dave Lee, Todd Marshall, Peg Whitehouse (by phone), and Bob Lotkowitz (by phone); Library Director Nickie Marquis and Assistant Library Director Deanna King.

Absent: Treasurer Andrew Hagen and Trustee Amanda Latreille

President Danette Davis the called meeting to order at 6:33 p.m.

There being no objections, the September 11, 2018 Regular Meeting Minutes were approved

Public Comment: none

Library Director's Report: Director Marquis encouraged Library Trustees to complete the Trustee Training survey by October 26, 2018.

The new Afternoon Book Club will be starting Thursday, November 8, 2018 2:00 p.m. in Library Hall.

The Skaneateles Library has a debit card for library purposes, but a credit card is needed. Trustee Conan moved to authorize Director Marquis to apply on behalf of the Library for an M&T credit card with a \$5000.00 limit in Director Marquis' name; Trustee Hempson seconded, and the motion was unanimously passed.

Treasurer's Report: Trustee Guske discussed 2017-18 library budget. Highlights- Skaneateles Library is in growth mode, investment income transfer was not used, though contribution income increased. Expenses exceeded total income, but by less than \$5000.

Site Search Committee: Trustee Elia reported that the committee is continuing to explore feasibility of possible library sites including the current one.

Nominating Committee: Trustee Graham reported that Trustees Whitehouse, Graham & Marshall along with community members Ashley Palmer, Bill Murphy and Jessica Millman, and past Trustee Sharon O'Connell will serve on the 2018 Nominating Committee, which is seeking three new SLA Board Members. The committee will have its first meeting on October 16. In addition, an ad has been placed in Skaneateles Press and in the Library website & newsletter, seeking persons with interest in becoming board members.

Governance Committee:

- a. By-laws revision: Trustee Cohan noted that changes to the proposed by-laws were discussed in detail at the Board's September 11, 2018 meeting; revisions were made based on discussions at that meeting and circulated to the Board by Director Marquis on September 18th; and the final proposed revised by-laws were sent to all Board members on September 29th.

Trustee Hempson moved to approve the revised by-laws that were circulated on September 29th; Trustee Elia seconded; and the motion was unanimously passed.

Trustee Whitehouse ended her telephone participation following this vote.

- b. Sexual Harassment Policy: President Davis advised that the NYS Department of Labor requires every employer to have a Sexual Harassment Policy and to provide annual training on this subject to all library employees. The Policy Committee (Director Marquis, President Davis, and Trustee Conan) will work on developing a policy for the board's approval. Director Marquis intends to provide the required training on the next Staff Development Day, scheduled for Friday, March 1, 2019.

Communications Committee: The Communications Committee proposed renewing the library's contract with Strategic Communications for 1 year, at a cost of \$14,000. It was noted that the terms of the contract allow cancellation by either party with 30 days notice, and that it is also possible to "suspend" the contract for a period of time if needed.

Motion made by Trustee Spencer to renew Strategic Communications contract for one year in the amount of \$14,000., seconded by Trustee Hempson; the motion passed, with 10 Trustees voting "aye;" Trustee Lotkowitz voted "no".

Site Committee: Trustee Elia reported that the committee is continuing to explore feasibility of possible library sites including the current one.

Building Committee:

- a. Energy audit: Trustee Lee reported that a full Energy Audit would be significantly expensive and, in his view not cost effective at this time. However, he intends to follow up with National Grid to see if they can be of assistance in assessing the advisability of insulating the attic or taking other steps to make the library building more energy efficient.

- b. Book sorting/Basement Lighting: President Davis reported that one of the volunteer book sorters fell in the basement and was seriously injured. She required surgery and is currently recovering.

Lighting has been improved in the basement for sorting purposes, although lighting was not thought to be the cause of the fall.

Public Comment: Diane Fellerman inquired if the Village bays can be used for sorting and hosting 2019 Book Sale? President Davis stated that this is unknown at this time. Diane Fellerman suggested exploring the use of SCSD classroom(s) for sorting and drop off for book donations. Carol Young noted she has never heard anyone complain about being uncomfortable in the Library. She also suggested the Library consider using Syracuse architectural firm Crawford & Sterns, who are experts on historical buildings, pointing out that they did the Homer Library; President Davis stated she has visited the Homer Library.

Trustee Spencer moved to adjourn the meeting, Trustee Hempson seconded, and the motion unanimously passed. Meeting adjourned at 8:35 p.m.

Next Meetings:

SLA Board of Trustees Tuesday November 13, 2018 6:30 p.m.

Barrow Gallery Board of Trustees Tuesday November 13, 2018 6:00 p.m.

Respectfully submitted,

Laurie Spencer, Secretary