

Saranac Lake Free Library
Board of Trustees
September 17, 2018
Minutes

Attending: Audrey Schwartzberg; Brian O'Connor; Franny Preston; Glenn Pareira; Kevin Laplante; Larry Johnson; Margot Gold; Melissa Kline; Maureen Sayles; Sarah Shoemaker; Pete Benson

Larry Johnson convened the meeting at 5:18 and directed the roll call of trustees. The quorum was met.

The agenda was adopted. Motion: Franny Preston; Second: Kevin Laplante. Approval: Unanimous.

The April 16 meeting minutes were accepted. Motion: Franny Preston; Second: Margot Gold. Approval: Unanimous.

There were no members of the public present.

SLFL Honor Roll Induction. Pete recognized Pat Wiley's long term and broad contributions to the SLFL as a volunteer, a Board member, and employee, and again as a volunteer. She has been added to the Library's Honor Roll plaque. Pat read the names of the other honorees, noting that she is thrilled to be part of this illustrious group. The Board gave Pat a standing ovation and thanked her for her dedication and many contributions. Pat thanked the Board and Pete.

Treasurer's Report. Kevin reviewed the definitions that he provided to assist Board members in understanding financial terms. He stated that recognized gains which are the difference between the sales proceed of endowment holding compared to the purchase price. This is true income or revenue. He further explained that unrealized gains are not true income and are reported on a balance sheet, calculated by the Beginning Balance of the Endowment less the Ending Balance adjusted by real gains from dividend/interest gains or losses. This is only related to investments.

2018 Budget Revision. Kevin pointed out that SLFL policies require the Board to approve any expenses greater than budget. He and the finance committee recommended in this year to approve the changes at this time. The advantages of approval before spending were discussed for possible future consideration. The replacement of a failed condenser along with additional snow removal in the early months resulted in overspending in Maintenance. Although the Building and Grounds committee received a replacement estimate, the actual cost was greater than planned with payment after 7.31.18. General expenses were in excess of budget and an adjusted budget was provided. In some cases, supplies are purchased in bulk as needed rather than occurring as a regular, annual expense. Pete cited the supplies required in processing books for circulation as an example.

Motion: The Board adopted the revised 2018 budget as presented by the Treasurer and reviewed by the Finance Committee. Motion: Franny Preston; Second: Sarah Shoemaker. Approval: Unanimous.

Investment Management. The Treasurer and Finance Committee recommend that the SLFL investment funds continue to be managed by Janney. Based on the Adirondack Foundation and the Janney presentations in the spring, the Janney group provides more control and access to the Trustees. The Board will be asked to make a motion to this effect at the November meeting. Looks good to me Maureen. The only suggested change I have is in the Investment Management paragraph. Related to this recommendation, the Library's liability insurance coverage be increased to \$2 million to provide additional protection for the endowment in the event of lawsuit.

Investment Holdings. Margot reminded the group that the investments totaled about \$750,000 five years ago with a drawdown of about \$75,000 a year which projected a depletion of the investments in ten years. To avoid this, Pete implemented a plan to increase the tax payer contribution to a level comparable to other libraries while reducing the use of investment earnings. Pete will provide more recent information on taxpayer contributions to other libraries. The current balance is \$1,061,000 with \$30,000 already moved to operations. Taxpayer contributions will not continue to rise at the recent recommended increases once the investment earnings are stabilized. Kevin and Pete noted that the School Board does not have any input on the taxpayer contribution to the library.

Note: Brian O'Connor joined by phone at 5:25. Melissa Kline arrived at 5:37.

2019 Budget Draft. The Board will be asked to approve a 2019 budget at the November meeting. The Treasurer and Pete provided a draft budget that the Finance Committee reviewed at its meeting prior to this Board meeting. Kevin outlined some adjustments based on historical activity. He also pointed out that the endowment or investment transfer is not a budget item but proposed that the budget be annotated to indicate that the Board approved the use in operations of \$30,000, not to exceed what revenue is generated. Changes were: Membership Revenue: +\$5,000 based on prior years' actual; Fundraising expense: 2017 Construction, +5,243 (based on receipt of the funding in September 2018); Utilities, +\$1,500 based on prior years' actual.

Director's Report. Banned book week begins next week. Pete suggested that the library could measure how well it is doing by reviewing social media. The library has over 1,000 Facebook and Instagram followers and projects 64,000 plus visitors in 2018. Discussion about staffing ensued noting the success in training staff on library practices while each staff member's skills are applied to the library. Pete single out creativity and a sense of humor as well as a work ethic as important.

The 2017 Construction Grant check was received last week which a window to expend this through 2019. The check was deposited in a new Community Bank account. Key Bank is closing its Saranac Lake operations.

Governance Committee. The new outreach letter, position description and expression of interest forms were distributed to those identified as potential 2019 or 2020 Board members. One response has been received. A follow up will occur. Pete and/Larry will develop a response letter acknowledging those interested and outlining the process and timeline. The prospective members were identified based on the skills inventory. Audrey received positive feedback on the packet and process. Peggy will customize and mail packets to additional prospects. A process for Committee and/or Board review will be outlined for Board consideration of nominees at the November meeting.

Officer Nominations. Last year's form has been updated for nomination and voting for 2019 Board officers was distributed. Responses are due to Maureen by October 15th for tallying and presentation at the November meeting which will also include nominations from the floor. As clarification, officer positions are voted on annually but individuals may serve more than a single year.

Board Self Evaluation. Using the 2017 form, Margot requests that board members complete and return the self-evaluation forms to her by October 15th for compilation and reporting at the November meeting.

Governance Calendar. Larry had asked each committee to create an annual calendar to promote continuity of operations from year to year. These calendars will be used to measure the strategic plan's progress. Margot included the governance calendar to meet this request.

Strategic Plan. Larry will distribute the most recent version of the five year strategic plan which is in its third year. He reminded the Board that the plan is committee driven. He requests all committee review and update their plans proposing a five minute presentation at the November meeting.

Buildings and Grounds. Melissa has received only one estimate to perform masonry repairs to the front entrance area. The committee will meet to discuss the 2017 Construction grant.

Repository for Board Materials. In conjunction with a calendar of Board operations, creation of a central repository of board materials was discussed. Glenn volunteered to become the manager of a computer based repository in which Board materials will be stored. Forms can be edited to streamline use from year to year.

Motion: Glenn Pareira will serve as manager of the Board web-based repository. Motion: Franny Preston; Second: Margot Gold. Approval: Unanimous.

Institutional Advancement. Glenn and Franny presented information in their review of institutional planning and included items from the strategic plan but suggested that other items be best met through other means or committees. They have proposed using time and talent that works. The 2017 Patron Survey was discussed. The seven question survey was presented at the Come to the Fair that year and available in the Library. The survey was compiled by the virtual intern from the University of Alabama. Pete commented that the survey was labor intensive and included creation of the survey questions, administration of the survey, compilation of results,

and analysis of data. Another survey may be undertaken in both a written or on-line version to capture a large percent of the library's users. The purpose of the survey was to identify the library's successes in delivery programs and any gaps in service. Demographics specific to respondents were not available. Uses include formulation of programming to meet gaps, continuation of successful programs, and outreach to various constituencies. Ideally the library will be able to educate an audience on services that are not widely recognized.

Book Sales. Long time Book Sales Chair Gloria Drucker has resigned from the coordinator role but will continue to serve in several capacities. Pete has approached various potential chairs to no avail. He described that over 62 years, the book sales evolved from a fund raiser to a community event that generates some revenue. He noted that the Winter Carnival Sale needs to have a chair to begin its operations by Thanksgiving. The Winter sale generates about \$8,000. The Board will consider cancelling the event by vote at the November meeting if not chair is identified. Discussion about the focusing on the Summer Sale included adjusting the length of the sale. The 2018 sales was the second lowest. Day 1 is the largest money maker: In 2017 just over \$6,000 was raised on that day compared to \$2,500 or less on subsequent days. A motion to vote on the cancellation of the Winter Carnival sale was tabled for Board consideration at the November meeting. The Board will balance community tradition and expectation with the need for volunteers to organize and execute the event.

Personnel. Motion: Approve appointment of 2018 High School Intern Willa Evans-Kummer. Motion: Sarah Shoemaker; Second: Franny Preston. Approval: Unanimous

Other. Maureen thanked the Board members and Pete for the privilege of serving on the Library Board of Trustees.

Motion: Adjournment. Motion: Franny Preston; Second: Kevin Laplante. Approval: Unanimous.

The meeting was adjourned at 7:23 pm.

Next meeting: Monday, November 19, 5:15 pm.