

Saranac Lake Free Library

Board of Trustees

April 16, 2018

Minutes

Attending: Larry Johnson; Margot Gold; Kevin Laplante; Bryan O'Connor (by phone); Franny Preston; Audrey Schwartzberg; Pete Benson; Melissa Kline.

Absent: Glenn Pareira; Sarah Shoemaker; Maureen Sayles.

Larry Johnson convened the meeting at 5:20pm.

The agenda was adopted. Motion: Franny Preston; 2nd: Kevin Laplante. Vote: unanimous.

The February 26, 2018 minutes were accepted. Motion: Margot Gold; 2nd Audrey Schwartzberg. Vote: unanimous. It was noted that the paragraph on the Kollecker Film Project is incomplete. Pete Benson verbally amplified.

Kevin Laplante gave a synopsis of the presentation that had been made to the Finance Committee by Russ Cronin of the Adirondack Foundation. This is part of the Finance Committee's exploration of different avenues to protect our investments and resources, the idea being that we would give 50% of our investment funds to the Adirondack Foundation for them to invest on our behalf. Board discussion included questions and definitions of 'legal transfer' (means we no longer exercise control over those invested funds) and 'variance' power and IRS...tax code = legal isolation of assets.

The following reports were made:

Board Education – Finance & Treasurer's Report (Kevin Laplante)

Covered:

1. The difference between the past vs. the future reporting methods and the future look of the treasurer's report.
2. Calendar year vs. fiscal year.
3. Name change: Endowments will now be listed as Investment Income.
4. The board agreed with the recommendation of the Finance Committee re consolidating some accounts, closing some accounts, and moving funds from non-interest bearing accounts to a newly opened savings account. Details are provided in the Treasurer's Report.
5. Motion: Franny Preston; 2nd Margot Gold. Discussion: Larry asked who will have access and signing power for accounts? Vote: unanimous.
6. Kevin gave a cursory review of the 2017 numbers in order to send the information to the accountant for the preparation of our tax return.

Enthusiastic praise and thanks to Kevin for his superlative work from all the board members present!

Director's Report (Pete Benson)

Discussion of the 'elevator incident'. A donation to the Fire Department was suggested.

Peter said that Pat Wiley wanted "no fuss" made about her retirement. He suggested that a fitting form of recognition would be her name on the SLFL Honor Roll plaque. Motion: Larry Johnson; 2nd Margot Gold. Vote: unanimous

The virtual intern this summer will be Laura Loffler

Pete reminded us of the School District vote on May 15.

Building & Maintenance (Melissa Kline)

Covered:

1. Damage to the brick pillars, caused by rain. Pete has tried 3 times to get the repair work done
2. Melissa has an estimate from a local contractor with the scope of work to be done and the cost
3. Discussion about the contractor and the estimate
4. Work to be done as described...Motion: Melissa Kline; 2nd Audrey Schwartzberg
5. Discussion: start date; night time temperatures must be above 40F; how will it affect patrons? Melissa will reach out to contractors Ed and Mark Anderson for further discussion and answers.
6. Vote: unanimous
7. Melissa will contact Saranac Lake Code Enforcement officer re permit. There's no structural work being done.

Governance (Margot Gold)

Covered:

1. Governance Committee met on 04/11
2. Trustee recruitment: Maureen and Margot reviewed 1) the strategic plan and 2) skills inventory
3. When looking for new board members for 2019, they feel we need at least 3 tiers:
 - a. Tier 1: need non-profit finance experience to replace Margot and Maureen, who are going off the board next year
 - b. Tier 2: target other non-profits not in competition with SLFL
 - c. Tier 3: Pete to put a flyer on the bulletin board
 - d. Tier 4: suggested by Audrey: put a request and/or information in Library Notes
4. Larry question: could we or should we include the skills assessment form?
5. Melissa question: who interviews any new applicants? Answer: Margot
6. Discussion of new approach: looking for specific skills
7. Idea: create ambassadors for the library
8. Idea: increase the breadth of the board
9. The board nomination process will start 09/2018. Vote will be 11/2018.

Margot spoke about Community Outreach.

1. Patrons' survey at: 1) the book fair; 2) the library entrance

Institutional Advancement (Franny Preston)

Covered:

Franny and Glenn had their first meeting on 04/16.

Their discussion was general and covered the following:

1. The description of this committee and its mandate as described in the strategic plan
2. The SLFL mission statement and core values
3. The current policies re communicating and outreach: who does it and how is it done?
4. Can we use Jenny for digital posts?
5. Social media: how much is preferable? How much is possible?
6. Survey: what does the library think we provide vs. what does the community think we provide
7. 'Purple Cow'. What does the library do well that no one else does?
8. The necessity to have further discussion with the full board as to what can reasonably be accomplished by this committee and to set priorities.

The Board signed a farewell/thank you retirement card for Pat Wiley

Motion to adjourn: Franny Preston; 2nd: Margot Gold. Vote: unanimous.

Meeting adjourned at 7:15pm