

Dewitt Community Library Draft Minutes August 21, 2014

Meeting was Called to Order at 5:30 p.m. by Steve Lux

**Present:** S. Lux, J. Millar, N. Brown, L. Wasylenko, M. Keib Smith, C. Austin, N. Ross, J. Modesti, S. Schultz

**Absent :** Meisje Havens, C. Gantos, I. Scruton, R. Young

**Also Present:** Wendy Scott

**Approval of minutes.**

As the minutes had not been distributed there was no approval.

**Treasurer's Report- Report attached.**

Carl announced that our we are still on budget and still profitable. There is nothing new to note on our financials.

Carl also announced that the financial RFP was sent out to bank yesterday. He had spoken with five of the banking institutions preliminarily and they all were interested in responding. We should hear responses of some sort within the month.

**Director's Report:** Wendy Scott

Wendy Scott reported that she has completed the grant application for the Facilities Construction Grant. The time frame the grant covers is January through the end of the August so she has put in some of our expenses from that time period. She informed the board that we must pass a resolution to submit the grant application and we have to begin the land acquisition within 180 days. Given what we have done so far we will be done in compliance with these requirements. The grant must be submitted by Sept. 1, 2014 and she is looking at submitting the amount of \$15,534. We can get up to 75% of that number or anywhere in between. Then we can submit again next year for our other expenses.

Nana made a motion to approve the grant application with the numbers as set forth in the document. John Millar seconded. The motion passed unanimously.

Based on the Non-profit revitalization act that went into place in July we have new conflict of interest policy and whistle blower language. Drafts were circulated with a highlight of the requirements. It was suggested that we could approve the whistle blower policy with the understanding that full board or committee be in charge of hearing reports. It was decided that the executive committee hear the reports from this policy. Steve moved to approve the whistle blower policy with the amendment that the Executive Committee will hear the reports Nina seconded, the motion passed unanimously. This will be added to our by-laws.

The expanded conflict of interest was reviewed. We must designate a person or group to hear these issues. We could assign to committee or board but it was felt that these are important issues that should come before the entire board. Steve moved to approve and accept the revised conflicts of interest policy. The motion was seconded by Julian and passed unanimously.

**Facilities:** Wendy gave an update regarding our communications with Moonbeam. Attorney Robert Germain talked had some contact with leasing manager and vp for leasing. Eventually he spoke with Keith Cornish specifically with regard to the lease extension. Mr. Cornish asked Mr. Germain to put together a draft for the extension terms. Robert Germain is working on the language of extension and will share the proposal before we go back to them. In addition, we have received a draft response from Moonbeam and discussed the merits and how to address the issues from this point forward. It was decided that the board would continue to pursue the Tobin's site while Robert Germain looks into this matter with Moonbeam further.

1. Updates on the site. Subdivision application was submitted and the town has asked Robert Germain to wait and submit the application when the site plan is ready. The sense was that while it is difficult we should try to accommodate the Town Board's requests/ Now with the request for the subdivision and the site plan, we need to put things together, coordination needs to happen as the purchase offer expires December 13, of this year. We need extension on purchase offer.
  - a. The proposed contract has not been finalized or presented to the architectural firm that we chose. Nina has passed the contract to John but there is additional language that needs to be inserted. We need to come to some sort of agreement out and we need to thank the remaining firms and we need to get moving quickly. John needs to fill in the missing information and then the contract will go to Robert Germain and from there to the architects. Wendy Scott will make the calls to the other firms that were not chosen. There will also be a phone call to King and King that a contract will be coming.

There was a general discussion acknowledging that Steve Schroeder has resigned from the Board as did Wendy Ressler a few weeks ago. Steve made a motion not to fill the vacant seats at this point in time and continue to operate as a thirteen member board. Mary seconded the motion. The discussion was that we can reconsider the numbers prior to the annual meeting. The motion passed by a unanimous vote

**Friends:** The Friend's Board just has a meeting last night. All concerned about the article in the paper, they recognized that it didn't give much information. They are organizing the groups to be more efficient and to have projects that will bring in money.

**Adjournment:** Nina moved to adjourn at 6:47. Mary seconded and the motion was passed unanimously.

These minutes are presented in draft form and will be presented at the September 18, 2014 meeting for approval.

Mary Keib Smith, Vice President