

Dewitt Community Library Minutes July 16, 2015

Meeting was Called to Order at 5:34 p.m. by Steve Lux

**Present:** Steve Lux, Mary Keib Smith, Christene Gantos, Nina Brown, Meisje Havens, Julian Modesti, Sybil Schultz, Lydia Waslyenko, Rosalie Young, Douglas Arena, Jill Enright

**Excused:** Nana Ross, Shelly Field, Carl Austin

**Absent:** Irene Scruton

**Also Present:** Wendy Scott, DCL Director, Nan Brown, DCL Outreach Librarian

DCL's new Outreach Librarian, Nan Brown, was introduced by Wendy Scott

**Approval of Minutes:** May and June. Mary moves to approve May. Nina seconds. All in favor except Jill who abstained due to absence in May. Meisje motions to approve June minutes. Mary seconds. All in favor except Jill, Sybil, and Nina who abstained due to absence in June.

**Treasurer's Report: Steve-** Budget consistent with expectations and plans for expenditures to date.

**Directors Report: Wendy -** Circulated via email. Board document portal is on DCL website for public view. Also a new storyboard with pictures of the building project is displayed in the library to supplement web page info. Staff and director have been hearing mostly positive comments from patrons on the upcoming building project.

Meisje, Carl, Mary, Wendy will be meeting with the Gifford Foundation re: possible grants for building project. Wendy is waiting to hear back from the Community Foundation to set meeting time to discuss possible grant opportunities.

Over 300 people attended the summer reading program kick-off party! 200 children signed up and 40 teens. The Teen program has some flexible, project-based summer reading program activities too.

The Eagle Bulletin interviewed Wendy re: the building project. The interviewer will send a draft for our review before publication.

## **Committee Reports:**

**Facilities- Julian** – The Geotechnical firm of Stopen Engineering has been retained to begin borings for geotechnical reports. Hopefully report will be complete by the end of August. The wetlands and endangered species consultant is also continuing to prepare reports on the bat issue. Hopefully that report will be complete by the end of this month. These are some of last steps toward purchase of building. Meetings with the DeWitt Planning Board continue and are expected to finalize the subdivision soon.

**Design – Mary** – Architects have 2 questions. 1 - Whether to hire a construction manager. The cost is already reflected in the proposed budget. King and King would prefer that person be hired now to be also involved in the pre-construction phases. The estimated cost is very roughly \$20-25,000. Construction Manager would be hired to serve as a representative of the board during the process and to be available to attend any needed meetings and communicate information to the Board. Meisje motions that we allow King and King to solicit an RFP for a Construction Manager to be included in the preconstruction phase. Nina seconds. Vote unanimously in favor.

2- Time to decide if we are going to pursue and allow for LEED certification. Fees would be \$4000 not yet in budget and the architect fees to track and submit paperwork and credits is \$50,000, not yet in the budget. LEED certification is not necessary for NYSERDA grant funding. Discussion was had and DCL will not pursue LEED certification but will use other methods to publicize our environmentally friendly practices.

The possibility of having a café in the new library was discussed. The architect wants DCL to consider what type of equipment would be in the space and how we would manage the space. A café would be designed to be able to repurposed, if the café is not productive. There is also the possibility of having an outside vendor to bring in food, so library would not have to staff it. Board members are asked to consider these topics and keep their eyes open for ideas.

The Design Team meeting is rescheduled for Wed next week at 4pm in Buckland Room. All invited. Goes at least 1.5 hours.

**Financing- Steve**- 5 bank proposals are expected shortly. The Treasurer is confident we will be able to get financed as planned.

**Fundraising- Meisje, Mary, Wendy Scott**- The committee goal is to finance approx. \$500,000. Copies of notes on possible grants were distributed. Committee is considering hiring a grant writer to allow for dedication of adequate time and expertise to this. Capital grants fund building projects and a grant writer could be particularly helpful with this type of grant. The NYS Public Library Construction Grant will be submitted by end of August. DCL's annual fund drive typically funds programs in the annual budget. Wendy plans to talk to Carl to discuss the feasibility of not conducting an annual fund drive this year and beginning a

building-project campaign instead. Could Possibly be done in the spring. Wendy and Meisje will be meeting to come up with a proposed fundraising plan with a timeline.

**Unfinished Business: None**

**New Business:** It was suggested that we consider changing the name of DCL to be more inclusive of the representative population we serve which includes Jamesville.

**Correspondence:** None

**Announcements:** None

**Period for Public Expression:** None in attendance

**Adjournment:** Meisje motioned to adjourn at 7:05. Julian seconded.

Approved 20 August 2015.

Christene Gantos, Secretary