

Dewitt Community Library Board Minutes March 21, 2013

Meeting was Called to Order at 5:32 p.m. by Wendy Ressler

Present: W. Ressler, S.Katzoff, R. Young, C. Austin, C. Gantos, J. Evans, M. Keib-Smith, A. Ursino , S. Lux, E. Ryan, J. Modesti, S. Schultz.

Absent: B. McClure, J. Chamberlain, J. Millar

Also Present: Wendy Scott and Paul Morrell

Approval of minutes from January, 2013 meeting: a motion was made by Carl Austin to approve the minutes and the motion was seconded by Sybil Schultz. The January 2013 minutes were unanimously approved.

Approval of minutes from February, 2013 meeting: a motion was made by John Evans to approve the minutes and the motion was seconded by Sybil Schultz. The February 2013 minutes were unanimously approved.

Treasurer's Report- by Carl Austin – report attached

Director's Report- by Wendy Scott

OCPL will hold a new trustee orientation in April. Wendy will let trustee's know date. The DCL will host its own orientation for new trustees on April 9, 2013 at 5:30.

First budget presentation will be at Tecumseh Elementary at 6:30 p.m. on March 27, 2013. Trustees are encouraged to attend with Wendy Scott.

The budget agenda meeting at the HS will occur while Wendy Scott is out of the Country. This meeting is not mandatory and the (Jamesville-DeWitt School District) JDSD has already been notified to place the budget on the ballot. As such, DCL will not be appearing at the JDSD annual budget presentation meeting.

Staff has been busy and has taken advantage of continuing education opportunities. Wendy Scott is going to organize another staff development day. Technology infrastructure continues to be updated and improved. Staff continues to create and update collection guides for the patrons.

Circulation is down slightly (approx 3.5%) but participation in programming is increasing.

The Spring Book and Bake Sale is scheduled for April 5 and 6.

Friends and DCL are working on the Antiques Library Road Show scheduled for April 13, 2013 from 10-2 where people may bring small objects and pictures for an oral appraisal by a professional. Cost is \$5 or less to participate.

Committee Reports:

Facilities- by Rosalie Young – report attached

In addition to the report, the Facilities Committee made a recommendation to the board to accept an offer by Menter, Rudin and Trivelpiece (“**MRT**”) to handle the legal work associated with the DCL’s relocation relative to the acquisition of new land or lease (as applicable) on a pro bono basis.

Rosalie Young made a motion to accept MRT’s offer, to approve the retainer agreement submitted by MRT and to authorize the execution thereof by Wendy Ressler. The motion was seconded by Carl Austin. The motion was unanimously carried.

Personnel – by Sybil Schultz

The personnel committee has developed criteria for reviewing the director on an annual basis. The draft criteria/form was distributed to the board for review with the understanding that the criteria/form will be discussed at next month’s meeting.

Nominating

There was nothing new to report relative to the nominating committee.

Position of Chair of Nominating Committee needed to be filled. Two nominees were put forth; namely, Steve Lux and JoAnn Chamberlain.

Rosalie Young moved to nominate J. Chamberlain as Chair of the nominating committee. Steve Lux seconded the motion. Christene Gantos abstained. Motion was unanimously carried.

Unfinished Business:

Julian Modesti circulated a proposed RFP prior to the meeting seeking the services of a consultant to assist the DCL in its search for a new home.

Lengthy discussion was held regarding the scope of the services sought by the RFP and its implications. Concern was expressed regarding duplication of effort. John Millar, who was not able to attend the meeting, asked that his comments be read into the record. Attached are those comments.

Julian explained that the intent of the RFP was to have a consultant who has the expertise to help the DCL identify what it needs to look for in terms of space and future planning as well as what to look for when the DCL goes to select an architect or other design professionals. The consultant will also assist the DCL in identifying and applying for available grants and assist in

any fundraising efforts. It is not the intent that his consultant undertake the entire project. All decisions will be made by the board including the need and timing of future RFPs for additional services/work, The RFP is not binding on the board – meaning, if the board does not like any of the responses received the board is under no obligation to proceed.

Sue Katzoff requested that any approved RFP require applicants to reflect its diversity metric – how many women/minorities does it employ and in what positions – Minority and Women Businesses (MWBE) metric etc... In addition, Sue provided Julian with comments to the indemnification provisions in the RFP.

Julian made a motion to approve the issuance of the RFP, as modified as per Sue Katzoff's comments, and to submit the RFP to the entities identified on the proposed recipient list (attached) and on the "libraryconsultants.org" website.

Steve Lux seconded the motion. The motion was unanimously carried.

New Business- none

S. Katzoff made a motion to approve and submit the NYS Annual Report. Andrew Ursino seconded the motion. The motion was unanimously carried.

Wendy Scott advised of a change in the out of system library fee proposal by OCPL. Skaneateles will not be participating and the policy has been modified to allow for their recusal from the program.

Andrew Ursino made a motion to continue to support the OCPL out of system library fee program. Julian Modesti seconded the motion. The motion was unanimously carried.

Correspondence- none

Friend's Report - none

Announcements- none

Julian Modesti moved to adjourn and Sybil Schultz seconded the motion. Motion was unanimously carried. Meeting adjourned at 7:14 p.m..

Minutes approved at a meeting of the Board of Trustees held on April 18, 2013.