

Dewitt Community Library Draft Minutes March 26, 2015

Meeting was Called to Order at 5:35 p.m. by Steve Lux

**Present:** S. Lux, C. Gantos, N. Brown, L. Wasylenko, R. Young, J. Modesti, I. Scruton, M. Havens, M. Keib-Smith, N. Ross

**Absent :** S. Schultz, W. Scott

**Also Present:** Erin Cassidy and Marc Wildman, DCL Librarians; Douglas Arena

**Approval of minutes** from February 15. Nina moves to approve both regular and annual meeting drafts. Nana seconded. Unanimously approved.

**Library Staff Report:** Given by Marc Wildman; Wendy Scott is absent. Director's report has been circulated via email. Staff development day proposed for August 27. This year's program will be on the topic of services to children with special needs. Library would like to open late to enable all staff to attend. Mary Keib Smith made a motion for library to open late on August 27 at 1:00 pm, for staff to attend the development program. Steve seconded. Unanimously approved.

Irene motions to approve the NY State Annual Report which has been sent by email for review. Steve seconded. Unanimously approved.

Roadshow report. Purpose of Roadshow presentations are to promote the library budget vote. Schedule was disseminated. All board members invited to attend. Wendy open to suggestions for additional groups to present to.

Discussion point. How will the capital campaign interact with our annual fund drive? Board invited to consider and discussion will continue.

**Treasurer's Report:** Carl Austin -Report attached. Audit approved. Budget increase of 4% is ready to be on budget ballot.

**Public Relations Ad Hoc Committee update:** Irene Scruton – This committee met to design a structure for the PR campaign. Draft of the tentative structure passed to Board members to review. Committee is also reviewing public feedback and brainstorming to compose a consistent tagline theme for the PR campaign. Board invited to review and provide feedback for April Board meeting. Will be on April agenda.

**Design Team Ad Hoc Committee update:** Mary Keib Smith – Committee consists of architects, Wendy Scott, Mary Keib Smith, and DCL Librarians Marc, and Erin. It is proposed that a 2 or 1.5 story building would work best for the terrain and to accommodate staff and programs. Beginning to design entrances and exits. Several different models are being considered. Other things being discussed: type of building materials,

technology, costs, staffing patterns, security, space and utility efficiency. Preliminary design phases. with choices to be presented. No decisions yet made. Made application to NYSERTA for LEED certification. Design team minutes will be made accessible to the board.

**Review of Fast Track Information:** Details were disseminated to the board via email. Pros – to stay on schedule that will close building before winter

Cons- increase scope of design team work, extra cost of hiring GM earlier

Motions invited for the implementation of fast tracking and no board members elected to motion for it.

Possible contingency plan if library should have to close due to mall closure has been discussed with Rebecca Smith Aldridge, library consultant.

**Nomination Committee: Board Membership:** Question posed as to if board should fill the current vacancy left by John Millar. Rosalie makes a motion to increase the DCL Board membership to 15 spots. Nana seconds this. Unanimously approved.

**New Business:** None

**Announcements:** None

**Correspondence:** None

**Period for Public Expression:** Douglas Arena explained that he was invited to attend board meeting by Wendy Scott. He had participated in early visioning meetings with King and King. He is an architect and has volunteered to help with the project.

**Adjournment:** Nina motioned to adjourn at 6:40. Mary seconded.

These minutes are presented in draft form and will be presented at the April 2015 meeting for approval.

Christene Gantos, Secretary