

Dewitt Community Library Board Meeting Minutes September 19, 2013

The meeting was called to order Wendy Ressler, Board President at 5:32 pm.

Present: Carl Austin, Christene Gantos, Miesje Havens, Barb McClure, John Millar, Wendy Ressler, Elaine Ryan, Wendy Scott, Steve Schroeder, Mary Keib Smith, Lydia Wasylenko, Rosalie Young, Sybil Schultz

Absent: Joanne Chamberlain, Susan Katzoff, Steve Lux, Julian Modesti

Guests: Daryl Gonchoroff

Motion to approve August 15, 2013 minutes was made by Steve Schroeder, seconded by Lydia Wasylenko, passed unanimously.

Treasurer's Report: Carl Austin submitted the updated figures and report. There was little discussion and no questions. The budget report reflects that we continue to be in good financial shape and that the expenses continue to compare favorably in all categories. The Treasurer's report is attached.

Director's Report: Wendy Scott announced that there would be an OCPL Trustee orientation on October 23, 2013 from 6:00 – 8:00 at the N. Syracuse library. She also stated that we have two new volunteers working in the library. Erin Neslin will be helping with many technical aspects including digital devices, power point creation and the digital library. Pat Owen will be helping in Children's references and Children's services. Wendy also explained that a new user survey is being put together to follow up on the strategic plan schedule. It will utilize some of the same subjects and questions as the prior survey but will include some new material as well.

Wendy stated that the library had a busy summer; however, there was a 20% decline in participation in the kids' summer reading program. Wendy said they are committed to working more closely with the JD schools prior to next year's summer program. On October 2, 2013, there will be the annual stuffing party for the Library's annual appeal. The Senior Fair will take place on October 25, 2013, from 10-2 on the upper level of the mall. In addition, DCL Friends will have their fall book and bake sale on November 2, 2013. Donations of books will be collected at the library but please call ahead if you have more than two boxes of books to drop off.

Finally, Wendy stated that we need to replace the carpet in our largest meeting room. She has spoken to a few people and has some information on low VOC carpet tiles. One of the benefits is that this type of carpet is not affixed to the building and you could take the carpet with the library if it were to move. The carpet will cost between \$2,800 and \$3,800. In general the board was positive and supportive of this idea. Wendy Scott said she would put together a budget including current carpet remove and wall work that will have to be done.

Facilities: Rosalie Young stated that the Facilities committee has met with the consultants, Klepper, Hahn & Hyatt, twice since our last meeting. The consultants have reviewed three properties and they have completed evaluating possible placement of a library on these sites. The firm is now looking at the cost of readying

the property for building. They are also looking at a building in Dewitt that may be available for purchase.

In addition, the Committee has written to the new mall owners indicating that the library has an interest in remaining somewhere on the Shoppingtown property. This letter was also sent to Senator Schumer's office and Dewitt Supervisor, Ed Michelenko. There has been no formal response but they have been informed that it will be many months or longer before the new owner, Moonbeam Capital Investments, will make firm plans for the Shoppingtown property.

Nominating: Joanne Chamberlain was not present but Wendy R. stated that Joanne is in the process of making sure how many seats we will need to fill. If you have suggestions of names of people who would like to serve you can send their information to Joanne and she will send a letter of introduction. There was some conversation about the confusion of being asked to serve but having this service contingent upon a public vote. It was felt that there should be more explanation to the candidates about this procedure.

Procurement Policy: Wendy Ressler has circulated a proposed procurement policy that will address buying goods and hiring professionals. It is a work in progress and comments and suggestions are welcome. The committee will be meeting again soon and they would like to get this wrapped up. They drafted the policy by using other examples from libraries that are most similar to ours. The intent was to provide guidance to the Trustees and Wendy Scott for emergency situations and items that are not included in the annual budget.

Friends: Sybil Schultz gave a brief friends report and generally reiterated the activities going on in the library that had been discussed earlier in the meeting during the Director's report. Sybil added that there will be a fundraiser at Barnes & Noble on October 26, 2013 and the Antique Road Show will be back again in the mall on October 5, 2013.

Motion to Adjourn was made by Barbara McClure and Seconded by Rosalie Young. The motion was passed unanimously and the meeting was adjourned at 6:31 pm.

Respectfully Submitted by Mary Keib Smith, Board Member