

**DEWITT COMMUNITY LIBRARY**  
**Board of Trustees**

**Minutes of the Meeting of January 21, 2010**

**Present:** William Cappelletti, Susan Katzoff, Wendy Ressler, John Sharon (presiding), Mike Vaughn, Zetta Fayos; Lydia Wasylenko, Karen Capogreco, Anne Ruffer, Steven Lux, Leigh Neumann, Andrew Ursino and Roaslie Young.

**Absent:** Hayley Schultz, Sharon Halpin, Jeffrey Comanici

**Guests:**

**Recording:** S. Katzoff

**Call to order** (John Sharon).

The meeting was called to order at 5:35 p.m.

**Approval of the minutes of the Board meeting of December 17, 2009.**

.Lydia moved that the minutes from the December 17, 2009 meeting, as amended, be approved. Karen seconded this motion, and it passed unanimously.

**Director's Report.** (Wendy Scott, Director).

Wendy stated annual appeal is going well. \$16,348 received to date. She met with HR1 consultant. He completed initial draft of employee handbook. Wendy will make revisions and then he would like to meet with the board.

Written performance reviews have been completed and each employee has established goals for 2010.

DCL board minutes are being posted on website.

Website homepage is being revised.

In February Wendy is going to start attending meetings to discuss budget (e.g. rotary etc).

12.8% annual increase in circulation from last year.

Recognition event for friends and volunteers is being planned. Scheduled for April.

Friends book sale raised almost \$2,000.

Still some facility issues – e.g. small leaks etc... but these are being resolved. HVAC additional duct work has been completed and improved air quality in work area. Very helpful.

**Treasurer's Report** (Michael Vaughan)

2010 budget has yet to be approved. Budget has been reduced by \$18,300 from last version including reduction in staff salary increase (reduced from 3% to 2%) and changed start date from 4/1/10 to 7/1/10 for professional position. Budget for supplies and programming has also been reduced. Looking for programming support from outside partners to make up shortfall.

The operating budget still has a shortfall which can be sought from school taxpayers which is just a shift from the town tax to the school tax. Mike recommends that we seek an add'l \$40,200 from the school district. The 2010 Town money has already been approved and DCL is shortly going to receive that money and then in 2011 we can take a like amount less from the Town. John Sharon recommended going to speak w/ the Town before we made a decision on how much to reduce the Town portion in the Fall – as perhaps they would be willing to wean the DCL more gradually – especially if we approach them earlier in the year.

Anne Ruffer moved to present a referendum for \$40,200 from the school district. W. Ressler seconded the Motion. The motion was unanimously approved.

Mike Vaughn made a motion to approve budget as presented. Anne Ruffer seconded the motion. The Motion was unanimously approved.

Karen Capogreco made the comment that she would not recommend ever going fully off the Town budget as there are benefits to be a free association library including multiple funding sources.

**Committee Reports:**

**Nominating Committee:**

The Nominating Committee has recruited 9 candidates for trustee. Lydia handed out a sample ballot which will take place at the annual meeting on Feb. 4, 2010.

Lydia moved to approve the ballot for the election of new trustees at the Annual Meeting on February 4, 2010. Mike Vaughn seconded motion to approve the ballot. Andrew Ursino and John Sharon opposed the motion. Motion carried.

Lydia moved to have the vote on new trustees be moved to the first order of business at the annual meeting. Sue Katzoff seconded the motion. John Sharon abstained. Motion carried unanimously.

Lydia moved to have board approve use of paper ballots rather than oral vote. Rosalie Young seconded the motion. John Sharon and Sue Katzoff abstained. Motion carried unanimously.

**Facilities Committee:**

John Sharon provided a CD summarizing the information he has regarding sites and other facilities' related matters. Wendy Scott is going to make and distribute a copy of the CD to each board member.

**Old Business:**

None.

**New Business:**

Sue Katzoff provided an update on the status of the P&C bankruptcy and the sale of the assets.

**Adjournment:**

Sue Katzoff moved to adjourn. Wendy Ressler seconded the motion. Motion unanimously carried. The meeting was adjourned at: 6:47 p.m.

Next Board Meeting February 4, 2010  
Respectfully submitted, Susan Katzoff