

## **Dewitt Community Library Board Meeting Minutes June 20, 2013**

The meeting was called to order Wendy Ressler, Board President at 5:30 pm.

**Present:** Joanne Chamberlain, Christene Gantos, Barb McClure (arrived at 5:41), Steve Lux, Julian Modesti, Wendy Ressler, Elaine Ryan, Sybil Schultz, Mary Keib Smith

**Absent:** Carl Austin, John Evans, Susan Katzoff, John Millar, Rosalie Young

**Guests:** Nina Brown, Daryl Gonchoroff

Wendy Ressler announced that she received a letter of resignation from John Evans to be effective immediately.

**Motion** to approve of May 2013 minutes was made by Elaine Ryan, second Steve Lux, passed unanimously.

**Treasurer's Report:** Carl Austin could not be present at the meeting. Steve Lux reviewed the treasurer's report as prepared by Carl and the email that Carl Austin had provided explaining that we are in good financial shape and the revenue is essentially as budgeted. The expenses continue to compare favorably to budget in all categories. The Treasurer's report is attached.

**Director's Report:** Wendy Scott stated that a revised memorandum of understanding regarding out of system use has been provided to the member libraries and they have asked for approval. She explained that there were three changes from the proposed memorandum that we already accepted. Motion was made by Christene Gantos to approve the revised memorandum of understanding regarding the out of system policy. The motion was seconded by Julian Modesti. The motion was passed unanimously.

Wendy Scott announced that the position previously held by Paul Morell has been filled by the hiring of Erin Cassidy. She is to begin work in July.

Wendy Scott also reported that the OCPL member library directors group has been presented with a recommendation by the group's E-Strategies Committee that libraries should spend 5% of their materials budget on shared electronic services to accommodate increasing demand. She noted that the current recommendation is 3% and that DCL current spending rate is 3.35%. She said that with the anticipated addition of the 3M Cloud Library, a minimum of 5% of our material budget on shared downloadable content is reasonable for next year.

Wendy Scott said that they are continuing to work on the website to include more content, more tabs and to overall improve the look of the website and make it easier to use.

Summer reading program is set to begin on Monday, June 24 and they are getting ready for a lot of children and adults to come into the library

**Facilities:** Rosalie Young not in attendance. Sybil read the committee report into the record stating that the committee recommends that we consult local commercial site consultants/engineers to evaluate the sites we have either previously considered or are currently exploring. The committee feels we need expert assistance to determine if any

of the sites currently available are viable and what potential costs are for readying these sites which the committee felt could best be obtained from a local professional. They hope that by working with Ed Kiesa they will be able to put together a short list of sites that they can provide to a consultant/engineer within the next 30 days.

After discussion, Sybil Schultz made a motion to allow the Facilities Committee to interview and hire a professional to do site analysis for up to the amount of \$8,000.00. The motion was seconded by Elaine Ryan. There was a lot of discussion regarding the motion. Each board member was given an opportunity to speak on this issue. A statement from Sue Katzoff was read by Mary Keib Smith. A vote was held and the motion did not pass. There were 4 votes in favor, 4 votes opposed and 1 abstention.

Barbara McClure made a motion to allow the Facilities Committee to interview and hire a professional to do site analysis for up to the amount of \$8,000.00 and to complete the evaluation prior to October 15, 2013. Second by Sybil Schulz. The motion passed with 5 votes in favor and 4 votes opposed.

**Personnel:** Sybil Schulz reviewed the Executive Director's annual review process and went over the Executive Director Board Evaluation Form. She explained that since we last saw this form there is a change in section #3. Sybil states that the goal of the form is to provide a basis for a unified review system which can be utilized now and hopefully years down the road. A suggestion was made to use letters rather than bullet points to mark the individual sub paragraphs on the evaluation form so that it will be easier to identify specific subparagraphs. A motion was made by Sybil Schultz to approve the new Executive Director Board Evaluation Form. It was seconded by Mary Keib Smith and the motion passed unanimously.

**Friends:** Joanne Chamberlain reported that there will be another Antique Road Show on October 5, 2013. In addition they will be running a week long fundraiser at Barnes & Noble beginning October 26, 2013. It was also reported that the tea raised \$1,202.00.

**New Business:** There was a brief discussion about the two recent resignations from the Board and whether we should fill them now or wait until the end of the year. A quick reading of the by-laws demonstrated that it was up to the Board to decide whether to act now. A motion was made to start the process of replacing the board members now. Barb McClure seconded the motion. The motions passed 8 votes in favor to one vote in opposition.

**Motion to Adjourn** was made by Joanne Chamberlain and Seconded by Sybil Schulz. The motion was passed unanimously and the meeting was adjourned at 7:07 pm.

Respectfully Submitted by Mary Keib Smith, Board Member