

DEWITT COMMUNITY LIBRARY

March 15, 2012 Board Meeting

DRAFT MINUTES- These minutes are presented in draft form and will be reviewed for approval at the April 18, 2012 DCL Board meeting.

Meeting called to order by Wendy Ressler, President at 5:31 pm.

Present: Wendy Ressler, Carl Austin, Steve Lux, John Millar, Susan Katzoff, Kathy Brodsky, Elaine Ryan, Rosalie Young, Andrew Ursino, Cindy Vinciguerra, Joanne Chamberlain, Sybil Schultz

Absent: Barb McClure, Julian Modesti

The minutes of the February, 2012 meeting were approved after a motion was made by Susan Katzoff and seconded by Steve Lux.

Introductions of current board members as this was Carl Austin's first board meeting.

Treasurer's Report: no report available for tonight.

The audit was discussed. The issue of Fund Drive checks received at the DCL was discussed. A written policy regarding the opening and securing of checks was recommended by Susan Katzoff. Wendy Scott will draft a policy for board approval. The off-site backup of records issue was addressed by Wendy Scott; the technical librarian is working on establishing this in the 'cloud'. Sue Katzoff made a motion made to approve and accept the audit which was seconded by Steve Lux. The vote was unanimous to accept the audit.

Director's Report: Wendy Scott (Report attached)

Trustee orientation scheduled, budget proposition FAQ's discussed. Budget discussions at various venues planned for the spring prior to the budget vote to educate the public on the Budget Proposition.

Staff development; request for 8/30/12 to open the library at 1pm so that this continuing education program for staff can take place. The topic this year is 'dealing with difficult people effectively'. Susan Katzoff moved to open library at 1pm on Thursday, August 30. The motion was seconded by Cindy Vinciguerra and the motion was unanimously approved.

Circulation went up 1.3 % in Feb. More than 700 people participated in several programs. Harry Potter themed week planned for week of April 9-13 by the staff of the DCL. Friday, April 20 the Birthday Celebration and Silent Auction is planned.

The HVAC will be reviewed next week.

Repair work done in the library this past month was summarized.

Nominating Committee Report: Steve Lux

One board position for a one year term is open. The question of whether to fill that position or to remain at 14 was discussed. Steve made a motion not to fill the position and Sue Katzoff seconded the motion. There was continued discussion and the vote was called by Kathy Brodsky. The vote was 2 opposed and 10 in favor. The motion not to fill the position was approved.

Steve asked for nominations for a new chair of the nominating committee. Joanne Chamberlain nominated Cindy Vinciguerra. No other nominations were given. The vote was taken and Cindy was unanimously approved as the new Nominating Committee Chair.

Strategic Planning Report: (Report attached)

Strategic Planning Committee Report was discussed in terms of the One year, Three Year and Five Year Plan. The Year One was reviewed in order to give the board perspective on the first six months.

Board responsibilities for the Year One Strategic plan were reviewed by Rosalie.

Staff responsibilities for Year One were also reviewed by Rosalie.

By Laws Committee Report: Joanne Chamberlain

Article 6; number seven and number eight are redundant. A motion was made by Steve Lux to correct this grammatical error by removing number eight. The motion was seconded by Rosalie Young. The motion was approved by unanimous vote.

The new mission and vision statement approved by the board on the recommendation of the Strategic Planning Committee was recommended by Joanne Chamberlain to replace the current mission statement in the By-Laws. A motion was made by Sue Katzoff and seconded by Steve Lux to replace the mission statement in the By-Laws with the one previously approved by the Board at the recommendation of the Strategic Planning Committee. The motion passed unanimously.

Facilities Report: Wendy Ressler

Ed Michalenko, Town Supervisor met with Facility Committee members to discuss properties in the District to Serve area.

The members also met with Mike Lazar, Chair of the Town of Dewitt Planning Board to discuss goals of the library move.

Old Business: none

Friends Report: none

New Business:

1. Library Advocacy Day in Albany, Tues, March 6 was attended by Rosalie Young and Wendy Ressler: Report attached
2. NYS Library Trustees Institute May 4-5, 2012 will be held in Hempstead, NY. Membership in the NYS Library Trustee Association as the Board of the Library was recommended by Wendy Ressler. Several members have agreed to donate the cost of membership for the entire board which is \$225.

Community member Darryl was asked if she had comments; she had none this evening.

Motion to adjourn made by Sue Katzoff and seconded by Cindy Vinciguerra. The motion was unanimously approved.

Submitted respectfully by Kathy Brodsky, Secretary

Following the DCL Board meeting the March 14 Treasurer's report became available and is attached to the minutes.

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