

**DEWITT COMMUNITY LIBRARY**  
**Board of Trustees**  
**Regular Board Meeting**  
**October 28, 2010**

**Present:** William Cappelletti, Joanne Chamberlain, Zetta Fayos (presiding), Sharon Halpin, Steven Lux, Barbara McClure, Leigh Neumann, Wendy Ressler, Hayley Schultz, Wendy Scott-Director, Mike Vaughan, Lydia Wasylenko, Rosalie Young

**Absent:** Kathy Brodsky, Jeffry Comanici, Susan Katzoff, Anne Ruffer, Andrew Ursino

**Guests:** Daryl Gonchoroff , Linda Wozniak

**Recording:** Sharon Halpin

**Call to order:** Zetta Fayos called the meeting to order at 5:35 pm

Wendy Ressler moved to approve minutes of September 16, 2010 DCL board meeting, second Mike Vaughan. Motion approved.

Guest speaker - HR Consultant Bob Rogers. Bob was a member of staff at HR One which DCL hired to assist with updating DCL Employee Manual. Barbara McClure motioned to wait until next meeting to approve the final version of the manual, second Lydia Wasylenko. Motion approved.

#### Committee Reports

Facilities committee – Bill Cappelletti– Committee will be meeting week of Nov. 1<sup>st</sup> and will have a report for November board meeting.

By-laws committee – Zetta Fayos –The committee will present the changes to by-laws at the November meeting.

Strategic Planning Committee – Rosalie Young – The committee is reviewing notes from the working session held during the September board meeting. Barbara McClure and Rosalie met with Friends of the DCL. The next step is to survey the community. A survey will go out to community with the annual fund raising letter. The committee will be asking the school superintendent to pass surveys onto teachers and staff. Patrons at the library will also be asked to complete a survey. Need \$400 for survey printing costs and \$20 monthly fee for online survey monkey (estimated duration of 3 months). If board members are traveling and have an opportunity to look at other libraries please do so and get back to the committee on what they like (or dislike) at other sites. Baldwinsville Library will have an open house on Nov. 12<sup>th</sup>.

Rosalie Young made a motion to spend up to \$400 for printing of surveys and \$20 per month for using survey monkey, second Lydia Wasylenko. Motion approved.

Nominating committee – Steven Lux - Steve is surveying board members regarding composition of DCL board. Also surveying, of those eligible to stay for a 2<sup>nd</sup> term, which members are interested in continuing on the board.

Director's report – Wendy will send out most current copy of employee handbook for board to review for approval at November meeting.

Fund drive letter will probably go out 1<sup>st</sup> or 2<sup>nd</sup> week of November. This is a little later than in the past because of survey letter being included. Book sale raised \$866, not well advertized but raised awareness of library. Full director's report sent to all board members by e-mail.

Treasurer - Mike Vaughan - Wendy Scott and Carol Youngs have put together a couple different versions of budget. Town of Dewitt told Wendy there would be no contribution from the town, loss of \$85,000. The next step, February, DCL will need to decide how to proceed for school budget vote in May.

Friends - Joanne Chamberlain – Barnes and Noble coupon sale continues until Friday, October 29, 2010. On behalf of the Friends, Joanne would like to encourage all the board members to join the Friends. Joanne distributed membership applications at board meeting. Board is bringing lunch to the staff on November 12<sup>th</sup>. Joanne Chamberlain has organized the lunch and collected a minimum of \$7 from each board member to cover cost of lunch.

Insurance update – Wendy Scott – DCL will now work with Bailey Haskell & La Londe for DCL insurance. Coverage will include Directors and Officers insurance.

Hayley Schultz made a motion to go into executive session to discuss personnel issues, second Barbara McClure. Motion approved.

Wendy Ressler motioned that personnel committee look at comparable salaries at Onondaga County libraries and report back to board, second Barbara McClure. Motion approved

Lydia Wasylenko made a motion to come out of executive session, second Joanne Chamberlain. Motion approved.

Adjournment - Wendy Ressler moved to adjourn, second Leigh Neumann. Motion approved. The meeting adjourned at 7:05.

Next Board Meeting November 18, 2010.  
Respectfully submitted, Sharon Halpin