

DEWITT COMMUNITY LIBRARY
Board of Trustees

Annual and Regular Board Meeting

February 4, 2010

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

Absent: none

Guests: 21 present (individual names not available)

Recording: Sharon Halpin

Call to order (John Sharon). The meeting was called to order at 5:35 p.m

Ballot for new board members was distributed to board members and guests, 9 board positions open. William Cappelletti asked for a clarification on the significance of the number of votes per candidate. Lydia Wasylenko explained that the number of votes each candidate received would determine the length of terms ranging from 1 to 3 years. Carol Youngs collected ballots and Wendy Ressler of the nominating committee left meeting to help count votes.

Board President Comments; John Sharon distributed collection of documents (disc format) to board members including the past 5 ½ years of facilities correspondence/work. John handed Wendy two documents, circa 1974 and 1980, discussing the issue of library facilities. It appears the DCL has been struggling/discussing facilities issues for 35 years. John thanked the board and the community for the opportunity to serve.

Treasurer's Report (Michael Vaughan)

Mike thanked both John Sharon and Karen Capogreco for their service to the board.

Mike distributed a DCL income and expense report and balance sheet for 2009

Restricted amount at \$1,060,604. This increased from \$600,604 in December 2008.

Budget surplus for 2009 of \$62,543

Board voted at last meeting to use the surplus in addition to school budget vote anticipated earnings for the 2010 budget.

Director's Report; (Wendy Scott, Director)

Wendy thanked both John Sharon and Karen Capogreco for their service to the board. Two books were added to the library collection in honor of their service. Wendy also thanked the board and John Sharon for support during her first 7 ½ months as director.

Wendy distributed written annual report for 2009, highlighting items;

DCL is 2nd busiest library in system, behind Liverpool. Circulation is up 13% over 2008.

Space in the library is getting tight, decisions will need to be made on acquisitions and weeding.

DCL held 609 programs with 1569 participants. The number of children and teens in summer reading program has increased. Feedback on programs has been excellent (4.7 out of 5.0 on expectations and 4.8 out of 5.0 on speakers for all programs).

Outreach programming started by Kelly Burkett to Springfield Gardens in addition to the usual outreach programs to schools and nursing homes.

DCL now has a suggestion box and the opportunity to submit suggestions online.

Thank you to the board for approval in the 2010 budget for the funding of an additional librarian position (focusing on administrative tasks). The DCL staff is working hard to keep up with the increase in patron traffic.

DCL will soon have new Employee Handbook. Performance reviews have been completed for all staff. New options offered to staff for medical coverage.

Internal communication with staff improved, everyone is now on e-mail.

Technology – Bill Hastings and Renee Battelle are updating DCL webpage.

Annual fund drive; to date \$16,538 donated. Thank you to Anne Ruffer for her help in this project.

Facilities; \$600 spent since May on clean up from leaking in neighboring stores. HVAC system improved, up and running. Air quality in the library has improved. HVAC professionals advise that parts of system are aging and may need upgrading in 3-5 years.

For 2010, initiatives include but not limited to;
New employee handbook
Would like to involve the board in a DCL Strategic Planning Process
Formalize a trustee orientation program
Hire new librarian for administrative support

New Board Members are:

3 year term: Kathy Brodsky (26 votes), Jeffrey Comanici (26), Steven Lux (26), Hayley Schultz (24)*, Rosalie Young (27)

2 year term; Joanne Chamberlain (23), Leigh Neumann (24)*, Andrew Ursino (23)

1 year term; Barbara McClure (22)

* tie vote resolved by lottery to determine 3 and 2 year term

Motion to end Annual Meeting made by Sue Katzoff, second by Mike Vaughan and approved. Annual Meeting ended at 6:25

Regular Business Meeting called to order at 6:30 by John Sharon

Nominating Committee conducted voting for Board Officers.

Sue Katzoff nominated by Nominating Committee for president, seconded by Mike Vaughan. No other nominations from the floor. Sue elected to president position.

Zetta Fayos nominated by Nominating Committee for vice president, seconded by Steven Lux. No other nominations from the floor. Zetta elected to vice president position.

Sharon Halpin nominated by Nominating Committee for secretary, seconded by Wendy Ressler. No other nominations from the floor. Sharon elected to secretary position.

Mike Vaughan nominated by Nominating Committee for treasurer, seconded by Andrew Ursino. No other nominations from the floor. Mike elected to treasurer position.

Sue will reach out to members to chair committees. Zetta as VP will chair Bylaws Committee. Other committees open for chairs are Budget, Facilities, Fundraising, Nominating (elected position) and Personnel.

Sue Katzoff reported that TOPS has purchased all of P & C stores. At this time do not know which stores, if any, are closing.

Wendy reported that there will be a library trustee workshop held at DCL on Thursday, March 4th from 6:30 to 8:30. All trustees, especially new trustees are encouraged to attend. If attending, e-mail bjohnson@onlib.org. Jeffrey Comanici suggested that new trustee orientation could be done on same evening. Sue Katzoff offered DCL funds to cover dinner for new trustees that can come at 5:30 and stay throughout the workshop. If new trustees cannot attend on March 4th please contact Wendy Scott to arrange for a separate new trustee orientation meeting. Please let Wendy Scott know if you will be attending March 4th or scheduling a separate orientation.

Carol Youngs will update contact list for all trustees.

Adjournment Jeff Comanici moved to adjourn. Andrew Ursino seconded the motion. Motion unanimously carried. The meeting was adjourned at 6:40.

Next Board Meeting March 18' 2010
Respectfully submitted, Sharon Halpin

Treasurer's Report (Michael Vaughan)

Committee Reports:

Nominating Committee:

Facilities Committee:

Old Business:

New Business:

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

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