

DEWITT COMMUNITY LIBRARY (DCL)
Board of Trustees
Board Meeting
April 15, 2010

Present: Joanne Chamberlain, Zetta Fayos , Sharon Halpin , Susan Katzoff (presiding), Steven Lux, Barbara McClure, Wendy Ressler, Anne Ruffer , Hayley Schultz, Wendy Scott (library director), Andrew Ursino, Mike Vaughan, Lydia Wasylenko, Rosalie Young

Absent: Kathy Brodsky, William Cappelletti, Jeffrey Comanici, Leigh Neumann

Guests: Bill Hastings, Daryl Gonchoroff , Kevin Murphy, Linda Wozniak, Carol Youngs

Recording: Sharon Halpin

Call to order: The meeting was called to order by Susan Katzoff at 5:35 pm

Motion made to approve minutes of March 18th meeting by Wendy Ressler, 2nd Zetta Fayos, motion passed.

Environmental Issue Update Tests were completed by Bluepoint. Results; no mold found however there was a recommendation that filters on the rooftop HVAC unit be changed more frequently and with better quality filters. In the current contract the mall is responsible for maintenance on the HVAC rooftop unit (most of the stores in the mall maintain their own HVAC units). There is some concern on whether the mall will keep the HVAC unit in top running condition with filters changed on a timely basis. Isaac Heating has been contracted by the mall to replace filters with hospital quality filters. Woodcock HVAC contractors may oversee this work if the library chooses. DCL will ask Woodcock for a useful life assessment on the HVAC unit. This information will be needed when/if DCL discusses taking over maintenance on the unit which would include service and replacement if the unit fails.

DCL Meeting Room Policy Susan Katzoff distributed DCL meeting room policy prior to meeting for board review. Motion made by Barbara McClure to adopt policy, second Anne Ruffer, motion passed.

Budget Vote Presentations Susan Katzoff, Wendy Scott, Mike Vaughan, and Anne Ruffer have been presenting DCL budget information to various groups (PTG, Kiwanis,etc) in our service area in preparation for the May 18th budget vote. A presentation will be made to the JD School Board on May 10th.

Memorandum of Understanding with Friends of DCL Anne Ruffer has been working with Joanne Chamberlain and Daryl Gonchoroff (president of Friends of DCL) on a Memorandum of Understanding between the DCL and Friends of the DCL. Anne distributed a final draft of the policy prior to meeting. Friends of DCL will need to review final draft. DCL and Friends Understanding details the goals of DCL Board members and members of the Friends without written obligations. Joanne Chamberlain made a motion for the Board to approve the Memorandum of Understanding, with implementation once the memorandum is approved by the Friends (at their next meeting). Second by Wendy Ressler, motion passed.

Strategic Planning Committee Susan Katzoff announced that Rosalie Young will chair Strategic Planning Committee. Committee members include Steve Lux, Barbara McClure, Wendy Ressler, Andrew Ursino and Lydia Wasylenko.

Update on Report to NYS Dept of Education Mike Vaughan's pencil changes to 2009 end of year figures had never been submitted. Easiest way to resolve was to start this year with correct figures. Some of individual line items may not be right but the capital figures and operating numbers are now correct. Mike recommended we move to approve the report as submitted. If we get questions regarding the difference in ending and starting figures we can respond at that point. Motion made by Barbara McClure to approve report, 2nd Andrew Ursino, motion passed.

COMMITTEE REPORTS

By Laws Zetta Fayos – First meeting held – Reviewed by laws – Wendy Ressler is reviewing current bylaws, with line by line changes. By late summer or fall committee will present to the board. If anyone has questions or issues with bylaws please contact Zetta Fayos.

Personnel Hayley Schultz – Hayley met with Wendy Scott. A draft document to be used for director's performance review has been sent to other committee members to review. Director's review will look for input from certain members of staff and board. Hayley now has employee handbook to review.

Nominating Steve Lux – still in process of forming a committee. Lydia Wasylenko will join committee. Anyone interested in joining committee should contact Steve Lux. Two people completing 2nd term, four people are completing 1st term. Steve Lux will put together survey for board members to get an idea of what board is looking for in new members, experience, etc. Hope to have nominations by September, but not required until December.

Facilities Sue Katzoff reporting for Bill Cappelletti – Had heard that town had approached TOPS. Susan, Sharon Halpin and Jeffry Comanici met with Ed Michalenko on April 14th. Town has not contacted Tops. Ed Michalenko expressed a strong interest in partnering with the library. The town is very interested in Tobin's property on Jamesville Road for the library and athletic fields in the back. Ed Michalenko believes the town will be ready by September to discuss the financial status of the town in relation to purchasing the property. The facilities committee wants to move towards concentrating efforts in a few properties.

Director's Report Wendy Scott – Thank you to Mike Vaughan and Carol Youngs for help on finishing the state report.

Annual budget events are scheduled. A flyer regarding the library budget vote will go out in early May. An opinion letter has been sent to the newspaper in the past from the board president. Wendy Scott will get a copy of this to Susan Katzoff.

Bob Rogers has left HR1 (company working with DCL on employee handbook). Bob is still available to talk to board if needed.

Roz Napier at OCPL Central has confirmed that Central does not pay membership fees for NYS Assoc. of Library Boards for member libraries. Membership is \$30 per member per year. However \$200 will cover the entire board. If you are interested in being a member please contact Wendy Scott. Money can be pooled if more than 7 members wish to join.

Carol Youngs represented DCL at the OCPL table at the 2010 Greater Syracuse Chamber Business Show. Bill Hastings offered a tutorial on Outlook Web Access for DCL staff.

Laurie Fortino helped the Collection Development team evaluate current subscriptions. Canceled subscriptions no longer in demand (many replaced by internet), saving the library \$1497.

Formalized procedures for use of the credit card and petty cash. Requests must be pre-approved, logged in by Wendy, Bill or Carol and must have itemized receipt.

Bill Hasting is looking into services that will improve server back-up.

Please see Wendy's report for a list of outreach and in house programs. Wendy's report was e-mailed to all board members.

Treasurer's Report Mike Vaughan – restricted funds (for building) are now segregated into Meryl Lynch accounts (\$1,060,694). Operating funds available now should take us through September, school tax revenue comes in November. DCL is experienced at being conservative for October until the November funds come in.

Audit recommendations – from last year were to be discussed. Board needs to decide if recommendations represent any risk to financials of library.

Motion to approve audit made by Andrew Ursino, 2nd Lydia Wasylenko, motion passed. The Finance committee will review the audit recommendations and report back to board.

Friend's Report Joanne Chamberlain - Invitation for tea went out. The Tea will be held May 1st from 2 – 4. Please RSVP. Barnes and Noble fund raiser is from April 24th to 30th. Proceeds from all sales at

Barnes and Noble will go to the Friends if customer presents coupon at checkout. Friend's had their lunch for library staff today

Public Comment Kevin Murphy – DeWitt resident feels that the library is not transparent with financial information. Questioned whether there was a written contract between the library and school district to hold library vote on school budget vote. Anne Ruffer responded to Kevin making it clear that all board meetings are open unless we are in executive session. Minutes of board meetings are on the website, along with the newsletter and additional information. Rosalie Young explained that as an association library, the DCL contract with the school board may be written, oral or implied.

Next Meeting - Thursday, May May 20th , 5:30 at the DCL

Adjourn - Move to adjourn Wendy Ressler, 2nd Hayley Schultz, motion passed. Meeting adjourned 6:57.

Respectively submitted
Sharon Halpin 4/27/10