

**DEWITT COMMUNITY LIBRARY**  
**Board of Trustees**  
**Annual and Regular Board Meeting**  
**May 20, 2010**

**Present:** Kathy Brodsky, William Cappelletti, Joanne Chamberlain, Jeffry Comanici, Zetta Fayos, Sharon Halpin, Susan Katzoff (presiding), Steven Lux, Barbara McClure, Leigh Neumann, Wendy Ressler, Anne Ruffer, Hayley Schultz, Wendy Scott, Director, Andrew Ursino, Lydia Wasylenko, Rosalie Young

**Absent:** Mike Vaughan

**Guests:** Renee Battelle, Daryl Gonchoroff, Linda Wozniak

**Recording:** Sharon Halpin

**Call to order** (Susan Katzoff). The meeting was called to order at 5:32 p.m

Motion made by Joanne Chamberlain to approve minutes of the April 15, 2010 meeting. 2<sup>nd</sup> Barbara McClure, motion passed.

## **NEW BUSINESS**

**Environmental issue update** – HVAC filters have been replaced, compressor in library has failed. Received two quotes, Woodcock will repair at our expense, approx 2600. DCL is responsible for this cost because this is within the library. Will need to check with Mike Vaughan on line item of budget to use for repair costs

### **Budget vote passed!**

Sue Katzoff, with the help of Wendy Ressler is looking into our standing with having a “contract” with school board for budget vote being conducted on the same venue with the school budget vote.

## **COMMITTEE REPORTS**

**By-Laws** – Zetta Fayos – met in April, Wendy Ressler has outlined proposed amendments to bylaws. Zetta, Lydia Wasylenko and Wendy will work together to discuss and formulate any changes for final board approval.

**Personnel** – Hayley Schultz – Hayley sent to all board members the director’s review process. Questions and comments are welcome. Goal is to have review completed by the end of June and then get on regular schedule in January. Joanne Chamberlain questioned the consistency of the tense throughout document. Hayley will review. Anne Ruffer and Barb McClure complimented Hayley on the documents. Barb McClure motioned to approve process, 2<sup>nd</sup> Leigh Neumann motion passed. Hayley will get trustee portion of evaluation to board members for their comments.

**Strategic Planning** – Rosalie Young -met in May and will meet again in June. Looking to develop a “road map” and “what we’d like the library to be” What services do we provide, who do we serve? Are there groups in our service area we are not serving and why? The committee would like to survey staff, patrons and trustees. They will start with staff. Feeling of the group is that we cannot determine our needs for a new building until we know what our patrons need.

Andrew Ursino suggested that much can be learned by observing in the library.

Data is available on demographics from OCPL

Kathy Brodsky believes there would be value in having people meet together, patrons, board members and employees. Susan Katzoff concerned that employees may not be comfortable speaking out in front of patrons. Timing is an issue, the strategic plan should be in place before facilities moves ahead in any significant manner. Kathy Brdosky motioned to close library for up to 2 hours for committee to meet with staff, 2<sup>nd</sup> Lydia Wasylenko, motion passed.

**Facilities** - Bill Cappelletti - Tops/ P& C are out. Property across from Mario's which includes a home, office building and dentist's office is worth research. Bill will contact Ed Kiesa (realtor) to determine if the space would be adequate before going any further.

Bill will develop survey for board members for feedback on priorities for new location, lot location, size, parking, on bus line, etc

## **DIRECTORS REPORT** - Wendy Scott

Employee Handbook draft is complete. Wendy will email to board for review and discussion at June meeting.

Administrative Coordinator/Head of Patron Services position has 31 applicants to date, many recent graduates.

Scheduled preliminary interviews and will conduct follow-up for planned start July 1<sup>st</sup>.

Jennifer Burke re-established outreach program with Parkhill School which has not worked with DCL for several years.

A new procedure is in place with better controls for the distribution on paychecks.

Purchased 3 USB-style back-up drives hold 250 gigabytes each @ \$70 each for back-up system.

Circulation for April 2010 was down 3.7 % from April 2009.

Library staff picks, with brief reviews, in new book area.

72 programs offered in Aril with 756 participants.

DCL Friends support will allow additional children's summer programs. Kick off program for summer reading is scheduled for June 28<sup>th</sup>.

Teen writing competition winners announced. Prizes will be distributed on May 22<sup>nd</sup> at Creativity Connection Event.

DCL Volunteer Recognition Event was held on Sunday, April 25<sup>th</sup>.

OCPL workshop will be held June 8<sup>th</sup> at Oneida Shores' Arrowhead Lodge. Any trustees interested in attending should rsvp to Gail Cox at the Central Library at [gmcox@onlib.org](mailto:gmcox@onlib.org) or let Wendy know.

**Treasurer's report** – Wendy Scott obo Mike Vaughan – 2009 was transitional year, auditors commented on some discrepancies in procedures between the first and second half of year. Director has made a number of changes to enhance internal controls.

Bank statements now reviewed and initialed by Director when first received.

Director will continue to alert the Board on pending changes to Federal and State law and policy.

Board should continue to have members from the accounting community serve on the Board.

Director is now opening mail, coding invoices, and opening bank statements prior to the staff handling.

## **OLD BUSINESS**

Wendy Ressler and Rosalie Young attended trustees meeting on Long Island. Rosalie Young found the meeting very productive.

**Friend's Report** - Joann Chamberlain - Friends tea was huge success, raised over \$1000 and over \$300 from Barnes and Noble fundraiser.

Anyone interested in walking in the Jamesville Memorial Day Parade with friends should meet at 10:30 at intersection of Route 173 and Apulia Road.

**Public Comment** – none

**Adjournment** - Susan Katzoff moved to adjourn, 2<sup>nd</sup> Wendy Ressler, motion passed. Meeting adjourned at 6:45.

Next Board Meeting, Thursday, June 17, 2010

Respectfully submitted, Sharon Halpin