

DEWITT COMMUNITY LIBRARY
Board of Trustees

Approved Minutes of Regular Board Meeting
August 5, 2010

Present: Kathy Brodsky, Joanne Chamberlain, Zetta Fayos, Sharon Halpin, Susan Katzoff (presiding), Barbara McClure, Wendy Ressler, Hayley Schultz, Mike Vaughan, Lydia Wasylenko, Rosalie Young

Absent: Bill Cappelletti, Jeff Comanici, Steven Lux, Leigh Neumann, Anne Ruffer, Andrew Ursino

Guests: Linda Wozniak, Meg Strunk

Recording: Sharon Halpin

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

Motion made by Joanne Chamberlain to approve the minutes of the June 17, 2010 board meeting. Second Wendy Ressler (note there was no July meeting), motion passed.

New Business - Board meeting originally scheduled for August 19th is canceled. Plan on 2 hour meeting on September 16th to devote time to Strategic Planning Committee

Motion made by Susan Katzoff to move into executive session to discuss personnel issue and possible litigation. Second Wendy Ressler, motion passed.

Motion to come out of executive session made by Susan Katzoff, second Barbara McClure motion passed.

Committee Reports

Personnel Committee –Hayley Schultz – director’s review has been delayed, should be done by the end of August.

Strategic Planning – Rosalie Young – met with DCL library staff on July 7th. Three volunteer facilitators ran focus groups with the library staff. The committee is now organizing staff responses. Major concerns were lack of staff and space leading to less than optimal service. In general the staff is very positive about working at the library. Next step is to meet with the board and also reach out to people in the community. The group is trying to develop a mechanism to reach out to community members that do not use the library. Should a survey be done? Part of September board meeting will be devoted to Strategic Planning discussion.

Wendy Ressler suggested that instead of fundraising letter, send a survey with a comment at the bottom of the letter asking for donations. Susan Katzoff suggested this be discussed further with fund raising chair.

Facilities – Susan Katzoff for Bill Cappelletti – Surveys have been returned and Bill will compile results for the next meeting. Should we pursue research on the Dell’umo property and adjacent properties?

Motion made by Sharon Halpin; if facilities survey shows that Dell’umo property is one of top two properties, then Board approves spending up to \$5000 for further research on feasibility of this location. Second Barbara McClure, motion denied.

By-Laws committee –Zetta Fayos - Revision of by-laws will be presented at September meeting for discussion at a future meeting. Board will need to read by-laws before October meeting.

Director’s Report – Wendy Scott – Trustee session being offered at Fairmount Library, Oct. 28th. DCL has negotiated reduced rates with ADP payroll services. Volunteer recruitment very successful, now have 32 volunteers up from about 15 volunteers.

Library website will be reviewed – on waiting list at OCPL for website consultant – cost \$900.

Circulation continues to go down, as well as at other suburban libraries. DCL is planning adult reading program starting in the fall. Bill and Renee came up with “bundling” books for patrons to check out in “packs” of similar books. The website also now includes staff reading recommendations. Kelly Burkett is continuing her reaching out to school age children. DCL will have a booth at Canal Days on Saturday, August 7th at Ryder Park.

DCL is trying to save money on programming by getting corporate donations. Soliciting donations from Wegmans, Bryne Dairy, Dessert Therapy etc. Eagle Bulletin is now publishing full DCL library calendar. DCL is also starting to e-mail newsletter to select groups.

HVAC update – Wendy Scott – mall owns roof unit, we own inside components. Woodcock and Armory will service roof unit for \$630 per year and mall proposed deducting \$500 from rent. There will be further discussion at the next meeting on this proposal.

Treasurer’s Report –Mike Vaughan – Until school tax check is received in November we have approximately \$146,000 to spend. At current rate we use approximately \$70,000 per month. Need to defer some payments, but may still need to use line of credit.

Repairs at \$10,000 include over \$9,000 in repairs to HVAC system. In June we briefly discussed the HVAC costs. Should HVAC cost be considered capital expense or would we cut back on other areas to find funds to cover this expense. Motion by Mike Vaughan to transfer \$9290.40 from capital line to pay for HVAC expenses. Second by Barbara McClure. Motion passed

An error in payroll numbers required that Wendy find \$10,472 in savings. Wendy made adjustments to many budget lines to meet budget. Motion by Mike Vaughan to accept changes to budget, second Sharon Halpin, motion passed.

Sue Katzoff motioned to charge increased expenses that resulted from the DCL move out of the mall basement to its current location (including rent and higher utility and maintenance costs) to capital expenses rather than to operating expenses. Second Kathy Brodsky, motioned passed.

Friend's Report – Joanne Chamberlain – Barnes and Noble fundraiser will be the week starting Oct. 23rd .

Adjournment: Wendy Ressler moved to adjourn. Second Susan Katzoff, motion passed. The meeting was adjourned at 8:03.

Next Board Meeting September 16, 2010

Respectfully submitted, Sharon Halpin