

DEWITT COMMUNITY LIBRARY
Board of Trustees
Board Meeting
March 18, 2010

Present: Kathy Brodsky, William Cappelletti, Joanne Chamberlain, Zetta Fayos, Sharon Halpin, Susan Katzoff (presiding), Steven Lux, Leigh Neumann, Wendy Ressler, Anne Ruffer, Hayley Schultz, Wendy Scott (library director), Andrew Ursino, Lydia Wasylenko and Rosalie Young

Absent: Jeffry Comanici, Barbara McClure, Mike Vaughan

Guests: Daryl Gonchoroff, Linda Wozniak

Recording: Sharon Halpin

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

Motion to approve minutes of February 4th meeting made by Anne Ruffer. Second Wendy Ressler, motion passed.

NEW BUSINESS

All board members introduced.

Committee Chairs announced;

Personnel – Hayley Schultz

Bylaws – Zetta Fayos

Fundraising – Anne Ruffer

Facilities – Bill Cappelletti

Nominating – Susan Katzoff recommended Steven Lux chair this committee. Anne Ruffer nominated Steven Lux, second Lydia Wasylenko, No other nominations from the floor. Steven Lux elected to chair nominating committee.

Request by Wendy Scott to create a Strategic Planning Committee. Wendy explained the rationale for a strategic plan; to outline values, vision and goals of the library. Wendy requested that board members outline broad goals of the library with staff working on the details of the strategic planning.

Wendy Ressler made a motion to establish a committee of the board for strategic planning.

Discussion included the need for the committee. Need to revisit the mission which is currently on the DCL website. Rosalie Young - this should be a function of the board

Lydia Wasylenko - the bylaws state that the board will set the mission of the DCL

Andrew Ursino – the funds available in our budget are implied for a new building but should everything be on the table.

Anne Ruffer – discussed her experience with strategic plans at another nonprofit.

Motion second by Kathy Brodsky, motion passed

Susan Katzoff will work on selecting a chair for this committee. Anyone interested in chairing this committee should contact Susan.

Environmental Issue – There have been complaints by staff which is prompting questions on the air quality in the library. The HVAC system has been worked on but there may be continuing issues. We have engaged a company to come in to test, cost \$1500. Test will be done next week in every area of the library.

Tax Budget Vote – Board members will do presentations to support our budget request (PTG, school board, etc) JD school board presentation will be May 10th. School budget vote is May 18th. Kathy Brodsky asked if experienced board members could bring along new board members to gain experience in these presentations.

Wendy Ressler made a motion to recognize the staff with a luncheon. Joanne Chamberlain pointed out that Friends are doing a lunch during national library week in April. Second by Rosalie Young, motion passed. Luncheon will be held later in the year since Friends are already planning lunch for April.

COMMITTEE REPORTS

Facilities - Bill Cappelletti, members include Susan Katzoff, Sharon Halpin and Jeffry Comanici. Meeting scheduled with town supervisor in April.

Fundraising – Anne Ruffer, no meetings yet, no committee members yet. If anyone is interested please contact Anne Ruffer. In the past a letter writing campaign is done with personalized notes from board members.

Personnel – Hayley Schultz, Leigh Neumann, Kathy Brodsky, no meetings yet

Bylaws – Zetta Fayos, Jeffry Comanici and Wendy Ressler, no meeting yet. Now gathering copies of bylaws from other libraries. So far looks good but there are probably adjustments that will need to be made.

Sue Katzoff - board members interested in serving on a committee can contact chairs directly. The size of the committee is determined by the chair.

Lydia Wasylenko – Bylaws indicate that board members should serve on at least one committee. Chairs keep in mind that committees should include members that will continue on the board.

DIRECTOR'S REPORT – Wendy Scott

Hired a library student 10 hours per week to fill in for employee on maternity leave

Finalizing employee handbook draft in preparation for April board meeting discussion

Annual report was sent to various people (about 30). Response received from Senator David Valesky.

Circulation was down slightly. Not sure why, possibly because there is less traffic in the mall.

Looking to purchase best sellers through Amazon for faster delivery

Adult reading program will be started this summer

New committee working on collection development policy – this policy will on the website

Wendy attended lunch with Onondaga County Legislator Mark Stanczyk as part of “Take Your Legislator to Lunch” initiative (2/18)

First NY Council for the Humanities *Together* Reading Program Held on March 3

Friends contributed \$100 in prize money for National Library Week Literary Scavenger Hunt 3/15-4/17

Wendy Scott has a powerpoint program on the trustees workshop if anyone wants to view, contact Wendy.

TREASURER'S REPORT – Mike Vaughan not present. Audit complete and distributed to board members.

OTHER – Wendy Ressler – Question on meeting room policy, Wendy Scott - for the most part non-profit organizations use the room, a few profit organizations are using the rooms – select for-profit are grandfathered.

Lydia Wasylenko – questioned taking proceeds from events held at the library.

Wendy Ressler – discussed that the Friends have been able to collect profits from book selling.

Susan Katzoff – we have to careful with our 501C status and we are not booksellers.

Should the language be softened in the room use policy regarding taking a portion of profits. Kathy Brodsky suggested that we research the issue of taking profits before changing language.

Susan Katzoff will have someone in her firm research the issue of proceeds from events as it relates to 501C status.

Lydia Wasylenko asked that we discuss the comments in the March 2009 audit at our next board meeting.

FRIEND'S REPORT – Joanne Chamberlain- Friends are continuing to work on the document describing the relationship between the Friends and the DCL.

Barnes and Noble – April 24-30, this will be a member drive and fundraiser, if coupon is presented with purchase a portion will go to the Friends. Fundraiser usually makes around \$200.

May 1st is annual tea - 2-4 in the library

Wendy Ressler – will attend the statewide trustee institute on Long Island on April 30th and May 1st. Wendy went last year and plans to attend this year. If anyone would like to go, Wendy will be driving down.

Adjournment Anne Ruffer moved to adjourn. Wendy Ressler seconded the motion, motion passed. The meeting was adjourned at 6:39.

Next Board Meeting April 15, 2010

Respectfully submitted, Sharon Halpin