

**DeWitt Community Library**  
**Board of Trustees**  
**Minutes of the Meeting of December 17, 2009**

**Present:** William Cappelletti, Karen Capogreco, Zetta Fayos, Wendy Ressler, Michael Vaughan, Lydia Wasylenko, Wendy Scott, Jeffry Comanici, Leigh Neumann, Hayley Schultz, Andrew Ursino, Rosalie Young and Carol Youngs

**Absent:** John Sharon, Susan Katzoff, Anne Ruffer, and Steven Lux

**Guests:** \_\_\_\_\_

Recording: C. Youngs

**Call to order** (William Cappelletti)

The meeting was called to order at 5:36pm.

**Approval of the minutes of the Board meeting of November 19, 2009.**

M. Vaughan moved that the minutes from the November 19, 2009 meeting be accepted with the correction that Dr. Ursino was not in attendance, W. Ressler seconded this motion, and it passed unanimously.

**Director's report** (Wendy Scott, Executive Director) – submitted to Board prior to meeting

**Financial**

Audit site visit with Trish Iverson week of 11/30

Annual Fund Drive update

- See Carol's report for current data
- Thanks to the DCL Friends, library staff and volunteers who helped us stuff envelopes
- Special thanks to Carol for all of her efforts in coordinating this year's fund drive

**Human Resources**

Changes to Medical Benefit Plan reduce employee costs and offer more options (2010)

- Staff offered new medical plan options from Excellus for 2010
- Option HB-C-46E : coverage comparable to our current plan  
Single: \$6.70 less per pay period than current plan (2010 rates)
- Option HB-C-24E : higher deductibles and co-pays, but lower monthly rates  
Single: \$19.72 less per pay period than current plan (2010 rates)  
Married: \$40.01 less per pay period than current plan (2010 rates)
- Both offer "Health Blue Benefits" incentive program for up to \$500 'cash back' for health living activities (\$1000 for couples)
- Employer contribution: same as current plan - \$2600/year

DCL Participating in OCM Boces Transitional Services WorkSite Program

- We welcome David Bottega and his work coach, Carl Breyers (started on 12/14); Kelly Sickler liason.
- David, who is developmentally disabled, will help in the Children's Room for 1 hour /week

**Staff Accomplishments & Highlights**

Carol Youngs coordinated the annual fund drive mailing

Many Library staff members assisted by stuffing envelopes or preparing inserts

Children's Librarian Jenny Burke will begin working with our IST Intern, Ellen Forney, in December

Kelly Burkett initiated new outreach program with JD High School

**Library Services and Collections**

Collection Development process modifications aim to ensure collection balance and patron satisfaction

- Selectors assigned for all subject categories in the collection
- Wendy analyzed 2009 budget expenditures by category and subject and drafted 2010 allocation plan. New plan based on historical expenditures by category, past 3 years circulation statistics by category, and identification of Library 'signature' collections
- Wendy plans to allocate individual materials budgets to selectors in 2010

Multi-cultural collection created for Children's Room

- We will have a special section devoted to materials in Spanish and other foreign languages
- Many of these items are in both English and a second language

## **Programming and Events**

DCL awarded \$1000 from New York Council for the Humanities to Host Reading Series, "Together – Book Talk for Kids & Parents"

- Series of reading programs for parents and children, ages 9 – 11
- Program fosters family reading and discussion of ideas with a humanities theme
- Programs will be co-hosted by SU English Professor Sanford Sternlicht, our 'scholar-in-residence' and Children's Librarian Jennifer Burke (Wendy will serve as project co-coordinator)
- The Council will provide all materials, including books, and cover expenses for training in NYC, marketing materials, refreshments and reporting tools

DCL and SU Office of the Vice Chancellor to offer collaborative programming for 2010

- Wendy and Carol will meet with Esther Gray of the SU Office of the Vice Chancellor for Academic Affairs on 1/8/2010 to coordinate a DCL series of taped lectures of important SU speakers

## **DCL Friends**

DCL Friends' Book Sale – December 11 & 12

- DCL Staff Kelly Burkett, Carol Youngs, Rene Battelle assisted at sale, which raised \$1980. Thanks to all who participated.

## **Facilities**

### Update on Library leaks and resulting damage

- Both Brancato Pizza and the NYC Deli have fixed the plumbing problems that were causing ongoing leaks in our storeroom and ceiling tiles
- Brancato has replaced all damaged ceiling tiles caused by their plumbing leaks
- The deli owner has agreed to pay for work done by our handyman to clean walls in our storeroom and replace ceiling tile in the staff workroom caused by their plumbing issues

### HVAC and Air Quality Issues

- Meeting with Mall & HVAC Contractor scheduled for 12/15 – will report in Board Meeting
- Woodcock & Armani (HVAC Contractors) provided long overdue maintenance to our system
- John Sharon and Wendy Scott met with W&A and Mall reps re: HVAC air quality issues. Roof unit off since we moved. Mall agrees they should be maintaining that. We're paying for electrical. Staff experiencing sick building symptoms. As soon as roof unit started working noticed immediate difference.

## **Treasurer's Report (Michael Vaughan)**

Mike, Wendy and Carol are working on the budget and struggling with some issues. At this point we're not ready to recommend, but wanted to make a presentation to see how we stand with the 2010 budget. At this point in time we anticipate \$60,300 more in projected expenses vs. revenue. \$1,343,600 total operating expenses are projected. We're struggling with how to narrow this gap. Have 2 choices: 1) reduce expenses, or 2) increase revenue. We could use a projected operating surplus of \$30k against the \$60,300 shortfall. The \$40k donation we received this year cannot be used for operating.

Budget discussion.

Key is what number do we go to the JD school district taxpayer's with? Town monies are at \$85k. Projected \$1,185,000 school district line (ask) on budget worksheet is a \$100k increase over 2009. (the amount the Town reduced).

In 2009 JD school district taxpayers were asked for \$92,500 (increase), (half of \$185,000 Town money we had been receiving). And we didn't request a cost of living increase.

This year's increase could be explained: 1) inflationary for operating expenses 2) continue to reduce dependence on town of DeWitt grant.

Comanici asks what the number is presented for the JD School District ballot. Vaughan replies that the number would be any difference from last year. We're guaranteed whatever was voted on in the previous year. What goes on the ballot is any additional funds requested. In the budget draft presented in this meeting, at present in our calculations we're asking for a 4.6% increase and we're still \$60k short.

Continued discussion; including how the \$420k+/- per year capital funds (budget line item) were designated. Some discussion on whether it would be possible to tap into these funds for operating.

Vaughan – another consideration we're going to be off the town books next year. So the \$85k expected this year will be the last of Town monies.

Cappelletti – Need to write to the school in Feb. with our anticipated need.

## Treasurer's Report – continued

Vaughan discusses the Equipment line/depreciation expense. At audit CPA will adjust depreciation figure. Capital expenditures get shown as equipment. Need to consider the depreciation expense. With the move here our depreciation expense in 2009 is \$35,000.

But is depreciation not “real money” inquires Ressler? Yes, says Vaughan – but may not have been spent in the same year. Items are depreciated over time. Final depreciation is journal entry by auditor.

Comanci: School budgets are going to be receiving less from the state. Vaughan replies: If we don't use the capital restricted money we just ask for less from the school. Would need to vote to unrestrict the capital money to be used for operating?

Cappelletti adds that the expectation was that we'd be further along in our search for property. We should go to the taxpayers for additional funds, only if we had a project in the hopper.

A discussion of a DeWitt P&C grocery store property. Facilities Committee is looking into possibilities as the P&C chain assets are now in bankruptcy. One of many glitches to this particular property is that someone else owns the adjacent parking lot.

Vaughan mentions that the committee couldn't make a bid without board approval.

Ressler suggests no other grocery chain would go in there, let's get on this by Monday.

No, says Fayos (bankruptcy court) deadline for offers has been extended to sometime in January 2010, she's heard.

Fayos asks is emergency meeting possible re: urgent issues, i.e. facilities activity? Yes, is the reply.

Capogreco asks that the entire board be kept in the loop on e-mail correspondence related to property search.

Capogreco asks could we use the estimated \$10k interest on capital money to close the gap on our deficit.

**Capogreco makes a motion take the \$10k +/- interest on restricted Capital funds be used against projected 2010 budget deficit. Ressler seconds. Motion unanimously approved.**

Ressler asks that the Facilities Committee give the board a summary of properties being considered.

Young – can the Executive Committee (aka Facilities Committee) be asked to consider P&C property? (post meeting clarification approved at the Jan 2010 meeting: The Executive Committee and the Facilities Committee are not one in the same. They are two separate committees, the latter is inactive right now.)

Fayos – should we authorize Executive Committee do what they can to pursue the P&C property, deadline is around Jan. 8, 2010 with an option to hold an emergency board meeting?

No motion, but consensus is that Executive Committee continues to pursue possibilities with the P&C property– let's call emergency meeting if something needs a decision.

Vaughan – will continue to prepare for budget vote in January. Wendy, Carol and I will revisit the numbers. I'll e-mail the group different iterations.

## Nominating Committee Report (Lydia Wasylenko)

Bios of existing board members were distributed. Appreciate receiving similar information on interim trustees and any additional candidates. Currently soliciting nominations and self-nominations. Those who are interested or who wish to nominate let the committee know. (post meeting clarification approved at the January 2010 meeting: Nominations and self-nominations being solicited are for Board officer positions, not for vacant trustee positions.

## Old Business

**403 (B) plan resolution** – Vaughan – this started a year ago when we were sent a new prototype document on the pension plan, boiler plate document, as the nuts and bolts of PLAN haven't changed. Board members received a paragraph summary of PLAN highlights.

*The library currently provides all full-time employees and part-time employees who work more than 1,000 hours per year a retirement benefit equal to a contribution of 5% of the employee's annual salary. Payment is made into TIAA-CREF. This plan is aimed at providing employees with a source of income they can depend upon when planning for their retirement needs. Eligibility to participate in the retirement program begins after six (6) months of employment; and the employee must be over the age of 21. The details of this plan will be provided at the time employees become eligible to participate. As with all policies, the plan is subject to change by the Board of Trustees.*

## **Old Business - continued**

### **Vaughan makes a motion:**

Be it resolved that the Institution adopted the PLAN to cover the Institution's employees effective 1/1/09. BE IT FURTHER RESOLVED, that the officers of the Institution be authorized and directed to execute any and all documents and do any and all acts, which may be necessary in connection with the adoption, maintenance and ongoing funding of the PLAN. BE IT FURTHER RESOLVED, that the officers of the Institution be authorized and directed to retain any service providers they believe necessary or desirable in connection with the PLAN.

Wasylenko seconds. Motion passes unanimously.

Ressler requests confirmed dates for 2010 trustee meetings. Submitted by Wendy Scott.

Ressler makes a motion that the annual meeting be held on 2/4, 5:30pm, Friends Room. Capogreco seconds. The motion passes unanimously.

Ressler mentions that the evening of May 20<sup>th</sup> (3<sup>rd</sup> Thursday in May) is a Jewish Holiday. Since the Library is not a Jewish organization it's whatever the board decides. Decision on May date deferred.

## **New Business**

Discussion of memo of understanding between the DCL Board and the DCL Friends Board; Cappelletti inquires about the need for such a document. Capogreco replies that based on her research such a document is standard practice for non-profits.

Capogreco brings a motion to accept a boilerplate memo of understanding between DCL Friends organization and the DCL Trustees. (Document language reviewed by attorney and trustee, Anne Ruffer.) Capogreco will bring the document to the Friends for review. If no objection the document is to be adopted. Wasylenko seconds. Motion passed unanimously.

**Friends Report** – none attended. See Executive Director's Report above.

**No public comments.**

## **Adjourn**

Cappelletti motions to adjourn, Capogreco seconds. Motion passes unanimously. Adjourned at 7:23pm.

Respectfully submitted,  
Carol Youngs, Bookkeeper

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