

Dewitt Community Library Minutes November 21, 2013

Meeting was Called to Order at 5:31 p.m. by Wendy Ressler

Present: W. Ressler, S.Katzoff, M. Keib-Smith, S. Schultz, S. Lux, J. Modesti, E. Ryan, B. McClure, J. Chamberlain, J. Millar, C. Gantos. C. Austin, R. Young, S. Schroeder, L. Wasylenko

Absent: M. Havens

Also Present: Wendy Scott

Approval of minutes from October, 2013 meeting. R. Young made a motion to approve the minutes. The motion was seconded by S. Lux. The October 2013 minutes were unanimously approved.

Treasurer's Report- by Carl Austin and W. Scott on operating budget and Steve Lux on Board designated funds – report attached. C. Austin moved to approve operation budget. S. Schultz 2nd the motion. Motion was unanimously approved. S. Lux distributed summary on board designated fund (report attached). J. Chamberlain moved to increase budget by the NYS tax cap (2.257%) over last year. J. Millar seconded. Motion carried 10-4. 1 abstention.

Director's Report- by Wendy Scott - report attached. Wendy going on vacation for 2 weeks. Returning 12/9/13. During that time call Marc Wildman with any issues that may arise during that time.

Committee Reports:

Personnel – by B. McClure. This year there will be no evaluation of the director b/c she was not aware of the criteria by which was going to be evaluated. A sub-committee is going to created to review/prepare the review instrument to make sure it works. The timing of the evaluation will be from Feb-April for the prior year. Eval will be delivered to Ex. Dir. In April

Nominating Committee: by J. Chamberlain. Committee is working on compiling list of candidates.

By-Laws – by E. Ryan – Working on bylaws review and need another committee member.

Fundraising Committee: by J. Chamberlain. As of 11/19/13 \$10,400 has been collected from fundraiser.

Facilities – by R. Young. The Facilities Committee on behalf of the DCL Board made an offer on the property authorized at the Board's special meeting. Negotiations are ongoing. Survey is being done. Should be completed in approx. 2 weeks. Negotiations will be completed after survey is completed. Once negotiations are finalized, Facilities Committee recommends that

the board retain an architect team (2 step process). R. Young made a motion to authorize the FC to draft a proposed RFQ for an architect. S. Lux seconded the motion. Request to have it distributed at least 2 weeks ahead of the meeting at which it will be discussed. The Motion unanimously carried. R. Young asked all board members to think of distributees for the RFQ.

J. Millar made a motion to allow the facilities committee to get a topographical elevations survey in an amount not to exceed \$10K if the purchase contract is executed by all parties. S. Schroeder 2nd motion. Motion unanimously carried.

Friends Report: by J. Chamberlain – nothing to report.

Unfinished Business: Procurement Policy was distributed. S. Katzoff made motion to approve Procurement Policy as distributed. E. Ryan seconded the motion. The motion was unanimously carried.

New Business. Staff luncheon. Trustees usually provide a thank you lunch annually at this time of year. J. Chamberlain could use help on the day of the luncheon on 12/12/13.

Announcements: W. Ressler recommends reading [*How to raise a million dollars \(or more!\) in 10 bite-sized steps : a failproof guide for board members, volunteers, and staff*](#) by Andrea Kihlstedt. She highly recommends reading for purposes of an upcoming capital campaign.

S. Schultz moved to adjourn at 7:27. J. Modesti seconded the motion. The motion was unanimously carried. Meeting adjourned at 7:27 p.m.

These minutes are presented in draft form and will be presented at the December, 2013 meeting for approval. Susan Katzoff, Secretary