

**DEWITT COMMUNITY LIBRARY**  
**Board of Trustees Regular Board Meeting**  
**January 27, 2011**

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

**Absent:** Jeffrey Comanici, Steven Lux,

**Guests:** Daryl Gonchoroff

**Recording:** Sharon Halpin

**Call to order** (Susan Katzoff). The meeting was called to order at 5:30 pm

Joanne Chamberlain motioned to approve the minutes of the December 16, 2010 DCL Board meeting, second Wendy Ressler, motion approved.

Treasurer Report – Mike Vaughan - DCL auditor checking that our DCL restricted funds and the funds used to cover rent, janitorial, and HVAC from the restricted funds are balanced. The auditor is now working on our final report. Bill Cappelletti asked for an approximate amount being used from restricted funds for the costs specifically associated with new location, such as rent, janitorial and HVAC system. Mike Vaughan estimated this cost at \$100,000 per year.

New Business – Susan Katzoff – Kevin Murphy is pursuing his questioning of the practice of voting on the DCL budget with JD school budget. Alice Kendrick received a copy of the letter Kevin Murphy had sent to the DCL Board. Dr. Kendrick asked Susan Katzoff how DCL will proceed in light of Mr. Murphy's inquiries. Susan indicated that we have researched the DCL budget voting process and we will proceed as usual. As in past years, the annual budget letter from the DCL to the school board will be sent in early February.

Wendy Ressler made a motion to hire a library specialist attorney to research Mr. Murphy's inquiries, second William Cappelletti, motion approved. Wendy Ressler will give attorney contact information to Susan Katzoff and Susan will contact attorney.

Wendy Scott informed the board that DCL insurance policy through Utica National includes Directors and Officers coverage. A representative from Bailey Haskell & La Londe will come to board meeting in March to explain coverage.

DCL Birthday – 2012 is library's 50<sup>th</sup> birthday! Wendy Scott is recommending that a committee including board members, Friends and employees be established to plan a 50<sup>th</sup> celebration. Susan Katzoff suggested that the chair of the fundraising committee be involved in this committee.

#### **COMMITTEE REPORTS**

By-laws Committee – Zetta Fayos – Revised by-laws have been distributed to all board members for review. Zetta Fayos made a motion to approve the revised by-laws, second Kathy Brodsky, motion approved.

The by-laws have to be filed with the attorney general's office. Wendy Ressler will do this.

Nominating Committee – Lydia Wasylenko – Biographical information on candidates for trustees distributed at meeting. Nominees for a second term include Susan Katzoff and Barbara

McClure. Nominees for a first term include Renee Franklin Hill, Cindy Vicequerra, Elaine Ryan and Sybil Schultz. Nominations can come from the floor at the annual meeting on February 3<sup>rd</sup>.

Nominating committee will present a candidate for each officer position at the first board meeting (immediately following the Annual Meeting). Lydia is asking current board members to consider taking secretary position.

Strategic Planning Committee – Rosalie Young – Rosalie distributed a report to board members. The committee is still collating material from early focus groups with DCL staff, board and Friends with the surveys collected from the community. Thus far, for all age groups, accessibility, including ease of getting into the library and parking are important issues. Of respondents, 1/3 use library weekly, 1/3 monthly, 1/5 a few times a year and remainder less than once a year. About 2/3 of respondents use other libraries in addition to DCL. 95 % of respondents drive to the library, less than 1% use the bus or walk, 3% get a ride. Almost 78% respondents were over 46 years of age. Committee will use material to develop a vision and mission statement for the board's consideration.

Director's Report - At February meeting a schedule of "Road Show" events to promote the budget will be available.

New system for "clocking in" for work (not a time clock) will help with payroll.

Circulation is down. Interesting fact – Barnes and Noble reported that nook sales recently exceeded sale of printed material.

Nooks will be available to check out at the library. Library has downloads available.

Kathy Brodsky commented that the OCPL website is not user friendly in finding e-books.

Wendy Scott would like to find a new vender other than Overdrive to distribute electronic books.

Overdrive limits the number of electronic books available. Wendy hopes to have a new vendor for electronic downloads that will not limit the number of "copies" available.

Freegal audio download service will be available starting Monday, January 31<sup>st</sup> and will allow 3 free downloads per week per patron.

This was a very good month for publicity. DCL made appearances and/or highlighted on Channel 9 "Bridge Street" on 1/7, front page story in the Eagle Bulletin 12/9, DCL children's program on Channel 9 TV "Out and About" segment 12/27 and 12/28 and new connection made with Jamesville "Hamlet" newsletter.

Old Business – Mary Beth Farr has responded to Wendy Ressler via email regarding the DCL adding a parcel near Pompey to our service area. This parcel is in the JD school district and not served by another library. The email is a little confusing but Wendy Ressler understands that the addition of the parcel is in process.

Friends – Annual meeting was held January 19<sup>th</sup>. Six new board members joined the Friends. Daryl Gonchoroff will continue as president. Dennis Connors from the Onondaga Historical Society spoke on the history of Syracuse China. The presentation was well received with meeting room filled to capacity.

Thank you from Susan Katzoff to William Cappelletti, Zetta Fayos, Sharon Halpin and Lydia Wasylenko for their service to the board.

**Adjournment** William Cappelletti moved to adjourn, second Sharon Halpin, motion approved. The meeting was adjourned at 6:45.

Next Board Meeting - Annual Meeting – February 3, 2011

Respectfully submitted, Sharon Halpin