

**DeWitt Community Library Association**  
**Board Meeting Minutes**  
**August 20, 2015**

Meeting was Called to Order at 5:35 p.m. by Steve Lux

**Present:** Steve Lux, Mary Keib Smith, Meisje Havens, Julian Modesti, Nana Ross, Sybil Schultz, Lydia Wasyslenko, Souglas Arena, Shelly Field

**Absent:** Carl Austin, Christene Gantos, Nina Brown, Irene Scruton, Rosalie Young

**Also Present:** Wendy Scott, Marc Wildman, Chad Rogers (King & King)

**Approval of Minutes:** July minutes not available. Postponed until September meeting.

**Treasurer's Report:** Report given by Steve Lux based on Carl Austin email of August 20, 2104.

Our revenues are up year over year 4% due to the levy increase. Consistent with prior years we are running favorable in most expense categories relative to budget (timing).

We continue to incur building related expenses and approximately \$195k in board designated funds have been spent.

The last meeting to discuss financing will be held next week with Tompkins Trust. After a review of the proposals, the Finance Committee hopes to make a recommendation to the Board at the September Board Meeting.

**Construction Manager:**

Chad Rogers presented four proposals for Construction Manager. He is waiting for additional proposal information from two companies and will share it with the Design Team when received. Chad will recommend two firms for the Design Team to interview.

**MOTION:** Steve made a motion that King and King recommends two firms to act as Construction Managers and that the design team meets with a representative from the two firms and makes a hiring recommendation to the Board. Mary seconded. Board voted unanimously in favor.

**Director's Report:** Wendy expressed her gratitude to the library staff who worked through warm and humid conditions while a major component of the air conditioning system was being replaced.

The library had a good PR month with features on Senator Defranciscos site, Brian in news, and an article in the Eagle Bulletin.

Wendy presented a summary of the NYS Public Library Construction Grant that she has completed. The signed grant must be submitted to OCPL by Aug 28<sup>th</sup>. The Board must vote to approve the "Assurances" set by grant.

**MOTION:** Lydia made a motion to accept the assurances as stated by the grant proposal. Miesje Seconded. Board voted unanimously in favor.

## **Meeting with the CNY Community Foundation**

Wendy, Carl, and Miesje met with the CNY Community Foundation. The Library will be looking to secure reference letters from the community to help support the grant process. Suggestions for supporters are welcome and should be given to Wendy to contact. .

**Grant writers' potential role in supporting the DCL building project** – Deferred until next meeting

## **Committee Reports:**

Facilities:

Mary explained the difference between an Owners Rep and a Construction Manager. Discussion on the topic ensued. King and King is involved in the project but are not represented on the construction site every day. No action is required at this time.

Site Preparation and Land Purchase process:

Julian reported that the Stopen has completed testing. An official report is forthcoming. We will extend the purchase offer as necessary past the current deadline. Wetland reports are pending. Julian also reported that the SWPPP plans should be finalized soon.

The Subdivision has been provisionally approved by the DeWitt Town Planning Board. The City of Syracuse Planning Board needs to sign off. The easement language needs to be amended, and the subdivision map needs revisions.

Fundraising:

Wendy and Miesje met about the process. Miesje presented the DeWitt Community Library Board Appeal document. The goal is to have 100% percent participation from DCL board members to support the fundraising campaign. Board members are also being asked to go out into community to solicit major donations. Wendy reminded the group that grant funders look at board participation as a factor in grant proposal review.

Major donors and the community campaign will be discussed sometime after the closing of the property.

**Unfinished Business:** None

**New Business:** None

## **Friend's Report:**

The DeWitt Canal Days raffle was very successful. The Friends will be holding a fundraising event in collaboration with Barns and Noble. From October 24<sup>th</sup> through Oct 30<sup>th</sup> B&N will donate 10% of an individual's purchase to the Friends group with a "Bookfair Voucher" that is available at the library. A story time reading and craft has also been scheduled for Oct. 24<sup>th</sup>. The group is looking for a well-known personality to read to children.

**Correspondence:** None

**Announcements:** None

**Period for Public Comment:** None in attendance

**Adjournment:** Mary motioned to adjourn at 6:50. Steve seconded.

Submitted by Marc Wildman. Approved 17 September 2015.