

**DeWitt Community Library Board of Trustees meeting Minutes December 18, 2014**

Present

Steve Lux, Mary Keib Smith , Carl Austin, Christene Gantos, Rosalie Young, Nina Brown, Sybil Schultz, Julian Modesti, Irene Scruton, Lydia Waslenko

Also Present

Carol Youngs, Pat Macie

Absent

John Millar, Miesje Havens, Nana Ross, Wendy Scott

Meeting Called to Order at 5:30 by Steve Lux

Approval of Minutes

September's Minutes – Approved – 7 in favor, 0 not in favor, 3 abstentions

October's Minutes – Approved – 9 in favor, 0 not in favor, 1 abstention

November's Minutes - Approved – 8 in favor, 0 not in favor, 2 abstentions

Treasurer's Report

Carl stated that the library is under budget and in a good financial position. It is under budget at about that same amount as this time last year. The operating budget and payroll in particular are lower. The lower payroll is due to several positions not being filled for part of the year.

Three banks have offered good building loan rates, M&T Bank, Community Bank and Key Bank. They have offered letters of intent good for 80% of the cost. The offers are firm for the next 4 months.

Director's Report

Nina asked for direct email of the conflict of interest form.

Committee Reports

Nominating Committee

Lydia stated that there are currently no open board seats, but some members terms may be ending by the end of the year. Current board members in that situation intend to continue. Although the board does not intend to nominate anyone for those member's seats, people can nominate from the floor.

### Personnel

Julian sent out emails requesting ED performance reviews be returned. Hard copies are preferred for anonymity. Julian and Steve will arrange meeting with Wendy. Lydia said salary schedules are sent out by OCPL and the branch libraries. Rates are given in them for directors and other key staff and is broken down by library size and seniority of employee.

### Strategic Planning

Lydia requested that individual committees provide input to the Strategic Plan based on each committee's goals.

### Facilities

### Contract Update

The contract has been finalized. The contract was passed around so everyone had a chance to do a quick perusal.

### Timeline, Planning for Design Team

A communication from King & King was distributed suggesting dates, times and agendas for working sessions to start formalizing designs. Several members felt that they were not completely up to speed on the current details of the design. Discussion was given to the creation of a facilities working group which might start making the decisions needed to commence the details of the library design. The Facilities Committee has done the bulk of the design work up to this point. Members of that working group could be the board as a whole or a subset made up of volunteers. While it was agreed that the Library point of contact should be Wendy, the possibility a Project Manager within the board was proposed. It was agreed at the end that a preliminary meeting with King & King to fully understand what is expected at each of their proposed meetings with the Board of Trustees would be valuable. Dates and times were proposed to send to King & King.

### Adjournment

Julian made a motion to adjourn the meeting. Sybil seconded the motion and the meeting was adjourned at 6:45.