

Dewitt Community Library Draft Minutes February 13, 2014

Meeting was Called to Order at 6:31 p.m. by Wendy Ressler

**Present:** W. Ressler, M. Keib-Smith, S. Lux, J. Modesti, J. Millar, C. Gantos. I. Scruton, N. Brown, Miesje Havens, Lydia Wasylenko

**Absent :** C. Austin, S. Schroeder, Sybil Schultz, Nana Ross, Rosalie Young

**Also Present:** W. Scott

**Nominating Committee Report:** M. Keib-Smith announced nominated officers for next year:

- President: Steven Lux
- Vice President: Mary Keib-Smith
- Secretary: Christene Gantos
- Treasurer: Carl Austin

Nominations from floor were invited. No alternative nominations were offered. Officers were elected by acclamation.

**Approval of minutes from November 2013:** Approved by vote from 8 board members. I. Scruton and N. Brown, abstained due to not being present at the November meeting.

**Approval of Minutes from January 2014:** Approved by vote from 8 board members. I. Scruton and N. Brown, abstained due to not being present at the November meeting.

**Treasurer's Report: by S. Lux obo C. Austin** - Report attached. Nothing new to report. Things are in-line with budget. Questions invited. None asked.

**Director's Report: by W. Scott-** Report attached. As of 2/6, DCL has collected \$18,996 from its annual fund drive. This is a \$3000 increase over last year.

There is still time to contact NYLA's Legislative Action Center to prevent \$4 million in cuts to Library Aid. Wendy will send a link. This can be done until the 20<sup>th</sup> of this month.

W. Scott has been reviewing references for a library lawyer and is almost ready to choose. She will report more on this at next month's Board Meeting. Also next month at the March meeting, the Board will need to vote on the financial audit report.

DCL has acquired Netflix licenses and people will soon be able to check out a Roku box that will allow them to watch movies from Netflix at home. This is possibly due to bad weather and maybe the decline of mall, as well. W. Scott will keep eye on these trend statistics.

The Executive Director's Summary that was circulated to Board members will be sent to new trustees. Contact W. Scott with questions.

### **Committee Reports:**

**Facilities** – by W. Ressler for R Young. Report attached. An RFP was sent to 12 surveyors for a topographic survey of the site. W. Ressler will look for the fee amount approved by board last year for topographic survey and confirm they stay within that amount. The Facilities Committee would like permission to select one of the survey firms and go ahead with a contract to begin the work, rather than waiting until the March Board meeting.

W. Ressler moved to let the board permit the Facilities Committee to select one of the surveyors and move forward with the topographic survey of the site. J. Millar adds that with the price disparity of proposals, it's likely that a good price will be close to \$5000. The Board voted unanimously in favor of the motion.

J. Modesti. proposed that as many trustees as possible have the opportunity to review architect RFQ's. Wendy S. will make these available for Board members to read online and will distribute instructions to board members.

**Fundraising:** Reported by W. Scott in Director's Report section above.

**Unfinished Business:** Reported by S. Lux. Investment Policy vote. At the January Board meeting, questions were raised about financial system controls with relation to the proposed Investment Policy. A copy of the DCL Internal Financial Procedures and Credit Card Transactions policy was read. See attached. DCL Auditor (Trish Averson) as well as DCL treasurer, president and Finance Committee all have reviewed and feel there are adequate financial system controls in place. In light of this, S. Lux. made a motion to accept the proposed Investment Policy as written. Motion passed with all in favor except N. Brown abstaining.

**New Business:** Reported by S. Lux. Sign-up for Committees and Committee Chairs: A sign-up sheet was distributed for Board members to sign-up for one of seven committees. See attached. It was requested that form be returned to S. Lux. by March 1<sup>st</sup>. The Nominating Committee members have to be voted on and the rest can be appointed by the President. S. Lux nominated M. Havens. and L. Wasylenko for Nominating Committee chair. J. Modesti seconded the nomination of M. Havens. L. Wasylenko explained that she has chaired in the past and so

will defer to M. Havens as Chair and L. Wasylenko will participate as a member of the Nominating Committee. This Board voted this unanimously into place. W. Scott noted that she would like to continue on the Facilities and the Strategic Planning committees.

**Friend's Report** – Was done earlier at the Annual Meeting.

**Correspondence:** None to report.

**Announcements:** W. Ressler informed that it's Library Advocacy in Albany on either Feb 26 or 27<sup>th</sup>. She will send an email to clarify the date. See attached handout.

W. Ressler also informed that the Library Trustees Association of NYS is holding it's 2014 Trustee Institute at the Westchester Marriott in Tarrytown, NY on May 2<sup>nd</sup> and 3<sup>rd</sup>. See attached handout. Wendy encouraged all to recognize the importance of getting training for library board roles.

W. Scott agreed to help with orienting of new trustees. M. Havens will also participate as Nominating Committee chair.

**Period for Public Expression :** None in attendance.

New members were asked if they have any questions. More information will be presented to them at the orientation for new trustees.

W. Ressler moved to adjourn at 7:06pm. M. Keib-Smith seconded the motion. The motion was unanimously carried. Meeting adjourned at 7:06 p.m.

These minutes are presented in draft form and will be presented at the March, 2013 meeting for approval.

Christene Gantos, Secretary