

Dewitt Community Library Draft Minutes March 20, 2014

Meeting was Called to Order at 5:34 p.m. by Steve Lux

**Present:** Wendy Ressler, Carl Austin, Steve Lux, Julian Modesti, John Millar, Christene Gantos, Irene Scruton, Nina Brown, Lydia Wasylenko, Steve Schroeder, Sybil Schultz., Rosalie Young., Nana Ross

**Excused :** Mary Keib-Smith

**Absent:** Meisje Havens

**Also Present:** Wendy Scott

**Approval of minutes** from February 2013. Julian moved to accept the minutes and Wendy R. seconded. Minutes were unanimously approved.

**Treasurer's Report-** Carl Austin – report attached. Carl invited questions on 990 Return of Organization Exempt from Income Tax form. There were no questions. DCL financial statements were audited and no adjustments were recommended. Board members were sent copies of the auditors report of Financial statements – see attached copy. Questions were invited and there were none.

Vote on Approval of Annual Audit – Carl made motion to approve the annual audit and Steve Lux seconded. Unanimously approved.

**Director's Report:** Wendy S. reviewed highlights of the Director's Report. See attached.

DCL received the Senator De Francisco Library Cultural Programming Grant in the amount of \$1,420. The grant will be used for a three part series on vocal performance and digital production for 9 – 16 year olds that will bring in local experts to assist teens in the program.

Vote on 2013 NYS Annual Report to the NY Ed Dept – see attached report. Financials reported were approved by the DCL Board treasurer and our auditor. Draft report submitted to OCPL and they have approved the statistics portion of report and the report must be approved by the Board. The purpose of this yearly report is for the information to be compiled in a database for access and comparative analysis between libraries. Lydia made a motion to approve the report and Nina seconded. Board voted unanimously to approve the report

Vote on General Counsel –Wendy S. would be comfortable with any of the attorneys but would like to recommend Robert Germain. She feels he has the best rate for non-profits at \$150 per hour and the most experience working with local libraries and they give him good reviews. Is knowledgeable about Town of DeWitt. 3-5 attorneys in his family owned firm. Wendy R. moved we hire Robert Germain to be our general attorney. Irene seconded. The Board voted

unanimously in favor. Wendy will contact him and make an appointment with him to discuss the lease and other legal issues for the library.

Wendy S. discussed whether NYS Non-profit Revitalization Act applies to public libraries. This was investigated by attorneys for the Nassau county public library system. Email believe the new law does not apply to NYS public but recommends that free association libraries consult with an attorney about compliance with the Conflict of Interest and Whistleblower policies.

Recommend drafting new Whistleblower policy for review by new DCL attorney. DCL already has a Conflict of Interest policy but Wendy S. plans to draft whistleblower policy and will run it by DCL attorney so that DCL can be in compliance with the law. Policies will be added to the employee handbook. Will also ask our attorney to research if we have to comply with all of the other provisions of the Non Profit Revitalization Act, which doesn't go into effect until July. Will have a draft of the Whistleblower policy for board to see by the April or May meeting.

Budget vote roadshows. See attached schedule. Wendy talks to school PTG's, Rotary Clubs. All Board members are invited to go with her. Feel free to contact Wendy with any questions.

Decline in circulation, including ebooks, but it's in alignment with the other county libraries that are also markedly down. They suspect it has something to do with the weather. If it continues, will evaluate for other variables.

Ready to check out Roku boxes for Netflix, starting with 1-week checkout.

Roof leak above computer cluster is now resolved.

**Report attached.**

**Committee Reports:**

Announcements of Committee Chairs by Steve Lux

Bylaws (bylaws stipulate the VP must chair) – Mary Keib Smith  
Facilities - John Millar  
Finance (bylaws stipulate the Treasurer must chair) - Carl Austin  
Fundraising - Miesje Havens  
Nominating (as elected) - Miesje Havens  
Personnel - Julian Modesti  
Strategic Planning - Lydia Wasylenko

Still seeking a Friends Liason. Fundraising and nominating committees are looking for others and people are encouraged to volunteer. Lydia also announced that the Strategic Planning committee also invites more members.

**Personnel Committee** – Evaluation for executive director was worked on last year and the form was previously approved by the Board. The committee will review the procedure that was discussed most recently and report at the next Board meeting.

**Facilities Committee** - Wendy R. made a motion to go into executive session at 6:35 to discuss comparison of firms to select for the RFP process and selection of surveyor. Rosalie seconded it. Board unanimously agreed.

6:58 Wendy R. moved out of executive session. John made a motion to approve the 5 firms that the facilities committee recommended to be brought to the RFP stage of the process. Nana seconded. Julian opposed. All others in favor. Motion passed.

**New Business:** Wendy R. made a motion that we pay the 2013 dues to the Library Trustees Assoc of NYS. Wendy will donate the cost of an individual membership. Board voted unanimously in favor.

**Unfinished Business:** Someone is not yet nominated to be Friends Liason. All invited to express contact Steve L. if interested.

**Correspondence:** Steve L. received a letter from the Dewitt Town Center (Hechinger Plaza) suggesting the library move to their property. He will politely decline by letter.

Announcements: None.

Period for public expression. None in attendance.

Wendy R. moved to adjourn at 7:02pm. Sybil seconded. Unanimously decided.

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

Christene Gantos, Secretary