

Dewitt Community Library Minutes May 15, 2014

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

Present: Steve Lux, John Millar, Christene Gantos, Julian Modesti, Mary Keib Smith, Steve Schroeder, Sybil Schultz, Rosalie Young, Irene Scruton, Nana Ross, Meisje Havens, Wendy Ressler

Excused: Nina Brown, Lydia Waslyenko

Absent : Carl Austin

Also Present: Wendy Scott

Approval of minutes from April 2014. Nana moved to approve and Julian seconded. Eight yes and 2 abstentions, Wendy and Meisje for not having been at the April meeting.

Treasurer's Report: Steve Lux – report attached. Nothing new to report. Money expended for summer programs will be reimbursed by the Friends.

Director's Report: Wendy Scott

OnPass- OCPL did approve an alternative out of system borrowers policy that addressed the concerns previously brought up by Onondaga County Executive. Most out of system borrowers will be able to get a free library system card called OnPass. Libraries can decide whether or not to participate with OnPass. Wendy R made motion to approve DCL's participation in the OCPL Board's OnPass policy and Meisje seconded. All in favor except Steve Schroeder opposed.

Wendy Scott would like to offer staff a one-half day staff development program on preparing and adapting to change. To accommodate, she would like to adjust DCL hours to open at 1pm on Thursday Aug 28. Wendy R. moves to approve for DCL to open at 1pm on Thursday Aug 28 and Nana seconds. All unanimously in favor.

Wendy Scott met with DCL attorney and mall management regarding extension of DCL's lease. An amendment to the current lease is being drafted for our review. It would allow DCL to remain in the mall on a month-to-month basis until we are ready to move. Our monthly rent may increase.

Committee Reports:

- a. Personnel Committee – Did not report
- b. Facilities - see attached document

Capital Campaign- see enclosed research by the library director

- 1- Capital Campaign- see enclosed library director research. Wendy S. found it takes a significant commitment of time. First step is usually a feasibility study that assesses the feasibility of a capital campaign. The study could cost \$20,000 and may wind up recommending not to pursue a campaign. Wendy S. had discussion with another local library who has done a campaign and they felt they did not get the capital from it that they had hoped. It was discussed that fund raising opportunities don't have to be as large scale as capital campaign is. Rosalie moved that we ask the Fund Raising Committee to look into fundraising campaign opportunities. Steve Schroeder seconded. Vote and unanimously in favor.

6:26 Wendy R. moved to go into executive session. Steve S. seconded.

7:04 Steve L moves out of executive session and Irene seconds. All in favor.

7:05 Steve Lux makes a motion that we agree to interview all 4 firms. Steve S and Irene seconded. All in favor.

7:10 Irene motions to designate Carl to be our representative to evaluate the financial statements that were submitted as part of the RFP process. John seconded. All in favor except Wendy R who abstains.

7:15 Based on our discussion in executive session, Julian made a motion to empower the facilities committee with a sum of \$20,000 for the limited purpose of retaining professionals for the following purposes:

1. Traffic study
2. Wetlands/SEQR study
3. Soil borings study, if necessary
4. Any application, filing fees and review fees related to Town of DeWitt planning board
5. Phase 1 environmental study

Irene seconds. Unanimously in favor except Julian and Rosalie who have left.

John Millar reviewed the list of Proposed Design Team Selection Guidelines (see attached)

John Millar reviewed the procedure to vote and choose design team. Each party needs to be present or view the interview in order to vote. Each of the four firms will be interviewed. Time frames were reviewed and it was emphasized that they need to be adhered to. Questions are to be written down on index card and passed to moderator. They can be ahead of time or during the presentation. Steve S. will moderate and sift through the questions. It was discussed that there may be a need for a special meeting to discuss and review. There were a few different options discussed for the voting procedure and it was recognized that we might

need to do more than one ballot in order to narrow things down as by the rules set forth, a firm needs to get 50% of the vote to be the chosen design team. If we have top two then we might need to have a runoff vote. John wanted the group to know that the vote is not the end of the process. Before any contract entered we will review it in detail and vote again.

Steve Lux made a motion that we accept the proposed guidelines as explained, except for item 8 and Meisje seconded the motion. The vote was passed by a unanimous vote.

Unfinished Business: None

Announcements: None

Correspondence: None

Period for Public Expression: No public in attendance.

New Business: None

Wendy R. moves to adjourn at 7:18, the motion was seconded by Mary Keib Smith and passed unanimously.

These minutes are presented in draft form and will be presented at the July 2014 meeting for approval.

Christene Gantos, Secretary