

DeWitt Community Library Board of Trustees Meeting Minutes November 20, 2014

Present

Mary Keib Smith (presiding in the absence of the President of the Board), Carl Austin, Christene Gantos, John Millar, Rosalie Young, Nina Brown, Sybil Schultz, Julian Modesti, Irene Scruton.

Also Present

Wendy Scott, Pat Macie

Absent

Steve Lux, Lydia Wasylenko, Miesje Havens, Nana Ross

Meeting Called to Order at 5:30 by Mary Keib Smith

Approval of October Minutes

Not enough members were present who were at the last meeting to vote on the October meeting minutes. Minutes will be re-circulated before the next meeting.

Proposed Board Meeting Calendar

John Miller made a motion to accept the proposed calendar and Julian Modesti seconded it. The motion passed unanimously

Tax Cap Resolution

Wendy asked that the Board approve a resolution reserving our right to exceed the 2015 tax cap levy limit. This is the same resolution which has been presented in the past several years in order to protect the library in the event of a State Comptroller's audit. It does not mean that the library intends to override the tax cap limit.

Sybil Schultz made a motion to have the board approve the resolution and Christine Gantos seconded the motion. The motion passed unanimously.

Proposed Operating Budget for 2015

Wendy presented the proposed 2015 operating budget, which addresses next year's operating needs (without consideration of the tax cap levy limit).

Christene Gantos made a motion to approve the proposed 2015 operating budget and Nina Brown seconded it. The motion passed unanimously.

Grant to Support Homeschoolers

Wendy described the twenty thousand dollar grant targeted for the DCL by a special legislative project proposed by Assemblyman Sam Roberts. Funds will be used for equipment, tools, books, media and other resources that can be used by homeschoolers with an emphasis on science and math.

John Millar inquired about space and staffing needs for the grant project. Wendy indicated that she will include a part-time grant coordinator to implement the grant and will request mobile storage units for the materials purchased for the grant. Wendy also noted that the equipment and tools purchased for the grant could be part of a more encompassing "learning lab" in the new facility.

On approval of the required grant proposal to the NYS Education Department, the library will be given 25% of the grant, \$5000; the remainder will be reimbursed to the library after the grant completion date of 6/30/2015. Wendy asked for the Board's approval to 'front' 75% of the grant allocation (\$15,000) from the Board Designated Fund, with an understanding that these funds will be returned to the Board Designated Fund when the State reimburses the library.

Rosalie Young made a motion to allow Wendy to 'borrow' up to \$15,000 of the allocated grant funding from the Board Designated Fund until the funds are reimbursed by NYS after the grant completion date. Sybil Schultz seconded the motion. The motion passed unanimously, with Carl Austin abstaining.

Employee Handbook Revisions

Wendy presented her proposed changes to the Employee Handbook, and a handout summarizing the changes was distributed.

Julian Modesti made a motion to accept the amendments to the employee handbook subject to attorney review. Carl seconded the motion. The motion passed unanimously.

Facilities Committee Report

The Contract was presented to King and King on Oct. 31, 2014 and returned to the Board on Nov. 14, 2014 with minor changes. John Millar made a motion for authorization to have the Contract, as soon as finalized, be signed immediately and simultaneously with the Notice to Proceed, triggering King & King Architect's LLP to begin architectural design services. Carl Austin seconded the motion. The motion passed unanimously.

Extensive discussion was held on whether to give King and King a specific budget figure to work with or allow them to present their vision based on programming phase input. King and King has said they would provide a scaled back version of a design without cost to the Board if desired. Timing might be an issue if the architect suggests some meaningful additions that would take the cost over already voter approved dollar amounts, requiring that the library would need to ask the taxpayers for additional funds above the tax cap levy limit. John Millar pointed out that Wendy will be asked about funding for the building project in her annual budget 'road show' presentations, which will likely begin in March, 2015.

The point was made by Julian Modesti and Mary Keib Smith that the Board doesn't have to build until it's ready. It has time to make final decisions about design and vision.

John Miller made the motion to ask King and King to do a program study unencumbered by budget restrictions. Irene seconded the motion. It passed unanimously.

Nominating Committee

Discussion was held about whether to retain the Board size at 13 members or replace vacant position in the February 2015 Annual Meeting. The library's charter allows the Board to have between 11 – 17 members. The Nominating Committee has received recommendations for additional Board Members and needs to know whether to contact them and present them for consideration.

An advantage of a larger Board would be more individuals available to support the building project; however, an advisory group of non-Board members drawn from the community would provide this support and also bring the community into the project. Mary noted, and others agreed, that the current size of the Board seems to be working well. Julian Modesti moved that the number of board members remain at 13 and Carl Austin seconded the motion. The motion passed unanimously.

Strategic Planning Committee

Lydia Wasylenko was not present; she has emailed the trustees with a draft of the Strategic Plan for Board review and updating.

Personnel Committee

Julian Modesti will be emailing Director evaluation forms and instructions to trustees; the review should be completed by the end of the year.

December 18th is the next meeting.

Adjournment

Julian Modesti moved to adjourn and Mary Keib Smith seconded the motion. The meeting adjourned at 7:05.