

Dewitt Community Library Board Meeting Minutes

September 18, 2014

Present: Meisje Havens, Lydia Waslyenko, Steve Lux, Christene Gantos, Julian Modesti, Sybil Schultz, John Millar, Rosalie Young (approx. 5:45) Nana Ross (6:21)

Excused: Carl Austin, Nina Brown, Mary Keib Smith

Absent : None

Also Present: Wendy Scott

Meeting called to Order at 5:32 p.m. by Steve Lux

Approval of minutes from July 17, 2014 regular Board meeting. John M requests that report from facilities committee be amended to reflect that the Facilities Committee recommended Chaing and O'Brien. John M makes motion to approve pending the suggested amendments. Steve L seconded. Unanimously approved.

Unable to approve minutes from July 29 Special Meeting and August regular meeting because there is not a quorum present of those who were in attendance at those meetings.

Treasurer's Report: Steve Lux – report attached. Per Carl by phone, nothing new to report. Still awaiting school district funds.

Director's Report: Wendy Scott, See attached report.

Onondaga County District Attorney's office subpoenaed some of DCL's wifi records and we complied and sent records August 26th. Checked with library counsel to be sure it was legal before doing it.

NYS construction grant submitted to OCPL. Wendy S. let us know when approval comes.

Wendy S, informed King and King that they would be sent a contract and informed the other firms that of decision, as well.

Mall lease extension through July 2016 should be finalized soon. It is under the current lease terms and cost.

Amendments and additions to employee handbook have been sent to library counsel to review. Will also be sent to library trustees to review as it will need Board approval.

Successful staff development day with HR consultant. Topic was preparing for and adapting to change. Presentation was of value and staff enjoyed it.

Successful summer reading program and registrations were up 60%. Early literacy programs also successful.

Fall program includes more small group programming, teaching hands on skills. This change in group size may likely be reflected in future program participation statistics.

\$500 grant from Rotary. Senior Fair Fri 10/24 10-2. Carrie Lazarus keynote speaker.

Mall noncommittal about when they are going to fix condensation leaks by computers. Won't be an issue until the warm weather again.

Discussed conflict of interest letter sent by DCL council Robert Germiane about representing us and Tobin, also an existing client, with the subdivision application. Julian's firm is negotiating the extension of the purchase offer with Tobin. Steve L made a motion that we sign the Conflict of Interest consent acknowledging we are aware of the potential conflict. John M. seconded. Board voted Unanimously in favor.

Shoppingtown notified that they are open to talking about a ground lease, if we wish to pursue it. Julian motioned that a letter be sent to Moonbeam next week by the 26th requiring the provision of the proposed tax map and parcel number for sale and requiring a hard deadline response by 10/9. Rosalie seconds. Board voted unanimously in favor.

Meisje left around 6:30

Committee Reports:

Strategic Planning – Lydia. Strategic plan was emailed to Board members to review. Goal 1, Action 5 is the only goal completed. Dates need updating and committee would like the input of entire board. New goals may have to be added. Chair would like to think of developing a way of updating the strategic plans that facilitates more communication and dynamic review of the plan. Lydia will send out plan to board members and asks for return feedback about the goals and their timelines.

Goal 4 mentioned a re-survey of patrons, which has been done in one format. Would like to discuss engaging the help of a library student to also survey in other formats about what people would like to see in new building. Another option would be to have Library Marketing class students develop a marketing plan. If we want to enlist student workers, DCL would have to submit a proposal to SU by December. Wendy Scott would like to consult Rebecca Smith-Aldrich's opinion as our the library planning consultant.

Personnel Committee – In need of a chair. Committee will meet before the next board meeting.

Nominating Committee- Made a motion not to fill the open slots. Board membership went from 15 to 13 and 7 is a quorum. By October we will decide what size the board will be next year and by December committee will provide nominees.

Facilities - John Millar

- John and Wendy S have reviewed contract to go to King and King. John recommends a construction lawyer review it, not library general counsel. John Millar motions that he take the draft contract for architectural services to a construction law attorney to see how much it would cost to finalize the contract and that he also be authorized to retain the legal services for up to \$5,000. Sybil seconds. Board voted unanimously in favor.
- King and King offered to meet for free with the Town to answer questions regarding preparation of the site.

- Delineator has marked out wetlands in the SE corner of the lot and they are just off our property. Should not present any issue in our construction.
- Indiana bat endangered species habitat is within 12 miles of the property. The Delineator will discuss with a bat specialist so we can prove that bats are not actually roosting there and that we won't disturb their habitat. He will also help investigate for endangered plants.
- Facilities committee is forming workgroups to interact with King and King. One of the workgroups will brainstorm programming for new library. Any board members are invited to join. First meeting in next Monday. Also forming a workgroup for sustainable design and green building. John will send an email inviting board members to participate.

Unfinished Business: None

New Business: FAQ compiled for director to post on DCL in order to answer questions for staff and patrons. Board invited to review it today and give feedback or propose changes by noon tomorrow. Will be posted on the website.

Correspondence: We received an inquiry from someone offering a piece of property for potential sale, but that property has been previously reviewed by the Board and found unsuitable.

Received a letter from Dave Ashley expressing concern about relocating the library to the Tobin site and its impact on the community's environment. Hope to answer all of the public's concerns through the FAQ's and communication on the website.

Period for Public Expression: No public in attendance.

7:14 Steve motioned to end meeting and Julian seconded. All in favor.

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

Christene Gantos, DCL Board Secretary