

Community Library of DeWitt and Jamesville Library Minutes for 15MAR18.

**Present:** Caul Austin, James Trevvett, Mary Keib Smith, Lauryn Gouldin, Jamie Ashe, Susan Germain, Lydia Wasylenko, Barbara MacDonald, Meisje Havens, Max Ruckdeschel, Doug Arena, Jill Enright

**Also Present:** Wendy Scott – Director

**Not Present:** Lydia Wasylenko, Nina Brown

**Call to Order:** 5:37

Approval of February 15, 2018 minutes:

Mary moved, Susan seconded. Jill abstained. All others in favor.

**Directors Report:**

There will be a safety program for the staff. Britney Mongano, community police officer, will present on Thursday May 3<sup>rd</sup>. The library will open late that day due to the program.

Approve late opening for training. Jill moved, Mary seconded. All in favor.

Added a software called e-panic to allow the staff to alert each other that they need assistance. A guide to safety and security for the staff is being developed. Articles regarding safety are being considered for the newsletter. We are considering hiring a part time security guard. 7-9:30 M-F \$12.50 to \$19/hour. Leaning towards an agency. Dewitt police provides that service at \$45/hour.

Board Document portal is updated on the website. Building project information has been archived.

Wendy would like to recognize Jennifer Burke for organizing the Children's library conference to be held in Syracuse.

More non-traditional items added. Interactive white board. Digital gateway that allows people to check out tech for in-library use. Digital design and formatting in the maker space - Converting VHS to digital.

Gardening programs upcoming.

Additional donation to the capital campaign.

Committee Reports:

**Facilities:** – Doug

Met on Tuesday to discuss the elevator contract – need to authorize a maintenance and emergency call control. Facilities recommends the contract with Elevattitt Start in July. \$130 a month.

Sidewalk – spoke with Sam Gorden. A cross walk will be put in at Snowcrest. Asked about the Dewitt mobility program. Asked if Jamesville road will be included. The snow has decreased the urgency of the sidewalk project and we are also waiting for the Town's Engineer's drawings.

Donor wall – we were going with glass, the samples are acrylic. We like the acrylic from a safety perspective and it looks nice. We are also discussing making the names smaller as the sample size is garish. Acrylic will scratch more easily. It has to be black lettering. Is the lettering on the font, the same as the font used throughout? Laminated glass is suggested for safety if we go with glass.

**Treasurer's Report:** - Carl

## 2017 Audit

No adjustments required. Clean audit. Auditors noted that we received marketed securities and they should be recorded when received. We cut checks out of the operating account that should have been transferred out of the board designating account.

Balance sheet represents a comparison of December 31, 2017 to /December 31, 2016. The unusual nature of the difference is based on the grants, donation and the property.

Long term liabilities reflects the mortgage. We have 520,000 left over that we can use for the increased parking plan. We did not request an increase in the levy. We raised 500,000 more than we planned. Expensed increased based on interest, moving cost, and depreciation. We used to budget for a surplus since we were saving for the library construction. There is risk regarding the concentration over \$250000 at one bank.

Question: With the surplus, why wouldn't we want to pre-pay the mortgage? We pre-pay for our expenses due to the timing of the levy. We want to have a year of data to see what the actual costs before we use the surplus. We will have a balloon payment at the end of 10 years.

Motion to approve the audit. Miesje approves. Susan seconded. All in favor.

### **Old Business:**

Committee chairs will stay the same.

Letter from patron regarding patron's privileges. Wendy reviewed the file with Max. Our code of conduct has the authorization to suspend privileges for a year without board approval. This patron has been suspended from other libraries. DeWitt police have been alerted. He is not allowed to check out material.

### **New Business:**

Consider not having board meeting during SU spring break in 2019.

Motion to adjourn Mary moved, Lauryn seconded.

Meeting ended at 6:28 PM

These minutes were approved at the June 21, 2018 Meeting