

Community Library of DeWitt & Jamesville March 21, 2019 Board Meeting

Present: Max Ruckdeschel, Barbara MacDonald, Jill Enright, Jaime Ashe, James Trevvett, Doug Arena, Lydia Wasylenko, Allison Semmel

Also Present: Wendy Scott

Not Present: Meisje Havens, Nina Brown, Lauryn Gouldin, Susan Germain, Silvia Macor

Meeting called to order 5:33

Approval of February minutes,

Doug moved to approve and James seconded.

Treasurer's report: Allison

Financial statements represent accurately what occurred in the year. Receivables are down. Accumulated depreciation has gone up. We were under on most items but over on energy. It will be more accurate in future years as we have a better idea of energy costs.

Audit Report:

Wendy: no observations or recommendations to change our financial controls.

Doug – What does the \$200,000 dollars in maintenance means? Wendy - The auditors recommended that we list it as an expense and we then recorded the insurance money.

Max asked for a motion to approve the audit report.

Lydia moved to approved and Jill seconded. The report was approved unanimously.

Directors' Report:

Technology alliance of Central New York awarded the library a STEM award.

We will receive audit copies.

Tuesday April 9th is the training for the new trustees.

Statistics:

40% increase in reference questions. This may be a result of better metrics due to using gimlet. Website hits are tracking upward. There is more links from the social media pages to the website – that may be a factor. More family programming on weekends and they are well attended. We are keeping metrics to evaluate the staffing needs as a result. Winter break programs were not as well attended as in the Shoppingtown location.

Fund drive donors listed on the first floor.

Still working on the cold zone – working through HB and do not have a status update. Question if that will impact cooling in the same zone – Café, children's programming room and bathrooms.

Jill – Star Wars escape room was great – please do more event like that. Barbara – I understand that there is a plan for a Marvel themed escape room to coincide with the new movie.

Jill- Can we opt out of the receipt paper at self-check out? Wendy – as far as we know – no.

Doug – How has the weekend programming been working with the parking? Wendy - No complaints but many park on the road because it is closer to the entrance. The Friend's lectures seem to be the biggest attended. Trying to determine if we need to go to the reserve-parking plan.

Jill – will we re-stripe? Doug – we will need to re-strip and seal every few years.

The Memorandum of Understanding with the Friends was revised. We should have the board review the memorandum of understanding. The last one was reviewed by the attorney's on the board. They will need to change the name.

Committee Reports:

Strategic planning:

The old one was focused on building a library. We need to have a facilitated conversation to help us update the plan. We want the staff's input on the direction of the library and working conditions.

Wendy recommended Ron Kirsop.

Session one would be at the June meeting. Lydia suggested that we submit some information for him to review prior to our kick off meeting.

Doug – Does the proposal include a strategic plan? No – there will be a summary report but we will either produce the plan or we will contract for the plan to be generated by an outside source.

Lydia – it is most difficult to get the patron info, especially those that are in the service area but do not use the library.

Is there a timeline? June is when we will meet. Max's goal is to be finished by end of 2019.

We have the ability to have more survey information.

Lydia would like a better format. Please see if Ron has a template.

Motion to approve the contract

Lydia moved to approve and James seconded. The contract was approved unanimously.

Facilities: Doug

Regarding staining the cedar near the entrance. Otis recommends not staining the inside as the product is not appropriate for inside. Recommending only staining the exterior but the question is will there be a visual issue. This should wait until we have a shutdown to allow us to mitigate the smell affecting staff and patrons.

We are using a better stain – commercial grade.

Committee membership – please confirm if you want to serve on the same committees. Strategic planning needs to have more people.

Personnel finance and facilities should submit ideas/suggestions for the strategic plan.

Jill – We should survey of the staff on their thoughts on the building.

Jill – How has the rooms been scheduled – are they being booked often?

Max – thank you for the board attendance for the road shows.

Doug motioned to adjourn and Jill seconded.

The March meeting was adjourned at 6:21.

Minutes for this meeting will be approved at the April 2019 Board Meeting.

Please note that the April Meeting did not have quorum. These minutes were approved at the May 16, 2019 Meeting.