

## **Community Library of DeWitt and Jamesville Minutes for November 16, 2017**

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

**Also Present:** Wendy Scott – Director

**Not in Attendance:** Max Ruckdeschel, Doug Arena, Nina Brown

**Meeting called to order** at 5:01

### **Approval of Minutes from October 19, 2017**

Susan moved to approve and Jill seconded

### **Treasurer's Report**

Carl defers to Wendy to discuss the 2018 tax cap override resolution. Wendy informed us that we must pass a resolution to exceed the cap on the tax levy in case the board determines that there is a need exceed the limit. We do this each year as a "just in case".

Motion to reserve the option to exceed the tax cap limit. Carl made the motion and Lauryn seconded.

Wendy noted that we are able to ask for 3.4% increase without exceeding the limit.

The library will need to increase staffing. There are more people in the library and two levels. We should add one full time reference librarian. We need to expand special need services. The current outreach librarian is more focused on school services. Additionally, we will make one of the part time children's librarians full time and make the circulation person full time.

This works out to be an increase of two FTE. We will also increase the page hours to 60 from 50.

The usage has increased but it is different. We need to increase the materials budget. There has been increases in non-fiction, teen material large print and board books. Board book usage has tripled.

### **Director's Report**

OCPL Director is leaving. We are not sure what impact that will have on the CLD&J.

Statistics for the new facility:

- Traffic up 30%
- Circulation up 18%
- Library card registration up 20%
- WiFi logins up 60%
- PC usage down 30% (people are using their own devices)

Attendance at events has increased. Examples: 100 people attended both the Friends talk and the clarinet performance. 75 people attended the pumpkin carving.

It has been suggested that we need more maker space items and more multi-age activities.

## **Committee Reports**

### **Fundraising Committee**

The Capital Campaign closed December 31, 2017. Lauryn suggested that we call the people that are close to the \$150 recognition level.

Are we moving the room donor names?

### **Facilities Committee**

The committee focus is the doors. Lydia's friend tested the doors using his scooter. CNY Access met with Wendy. Both recommended the same process. We anticipate a small increase in the cost of the door improvement but we will not need to vote as the money is in the budget.

A concern was noted regarding the rest room doors. The door resistance is set to high. Looking into having this addressed.

Honor Wall – the options are a smaller version made of Lucite and a bigger version of beveled glass. Getting a quote for the bigger version.

Two new needs were identified. We need a storage shed for snow blower, shovels and outdoor furniture.

Parking increase may be necessary.

The punch list is finished

### **Nominations Committee**

There are no current spots open but we can decide to increase. Keeping track of potential candidates to be ready when terms are up or unanticipated resignations.

### **Strategic Planning Committee**

We will send the existing plan for review and have a brief discussion adding to the agenda of an upcoming board meeting.

### **By-laws Committee**

We completed the review.

### **Old Business**

Meisje contacted the JDHS NHS regarding special projects.

Mary spoke with JDSD and they are working to make the library a bus stop.

**Motion to adjourn at 5:59.** Meisje made the motion and Mary seconded.

These minutes will be submitted for approval at the December Board Meeting.

These minutes were approved at the December 21, 2017 Board Meeting.

