

DeWitt Community Library Minutes for November 15, 2018

Present: Max Ruckdeschel, Barbara MacDonald, Jill Enright, Mary Keib Smith, Nina Brown, Jaime Ashe, Lauryn Gouldin, James Trevvett, Doug Arena

Also Present: Wendy Scott

Not Present: Susan Germain, Carl Austin, Meisje Havens, Lydia Wasylenko

Call to Order: 5:32

Approval of October Minutes – with correction to start time

Nina moved, Jill seconded

Approval of April Minutes – Mary motioned to approve, Jill seconded All approved.

Note: Per Roberts Rules of Order page 355, Minutes can be approved by board members that were not present at the meeting.

Director's Report:

Building repairs. Closed for 4 days. No significant hidden damage, phone system lost some programming, HVAC was fine, elevator and fire system was reset. Plumbing for outdoor faucet still pending repair. Required closure of children's media center. Solar panel check will occur Friday or Saturday of this week. Paint on the stairwell railings will be corrected. Cedar wall will be done to prevent the color change. It was not stained initially. Slight tint – should not be significant look change. Will probably need to be re-stained 5-10 years depending on weathering issues. Donor wall is finished and will be installed once other work was done. Masons will be working on exterior, sheetrock and painting. Cone was stolen.

Doug – Do we have a target date for completion – no. Hopefully next week.

Most employees worked during the closure. Collection management, team building, and some took PTO.

Community Bank is sponsoring the Literary Festival on Friday November 30th. 30 authors will be in attendance. Advertising has involved reaching out to writing groups and notifications in the Eagle Bulletin, Town Sign and the library's Facebook page.

Question from Mary. Is there an update on how Provisions is doing? Memorandum of understanding was signed again. They like the training factor. They are happy.

Budget:

Finance committee met and resolved questions.

De Francisco Library grants defunct so we need to get other grants. We are looking to ask the Friends for an additional \$1000. Nina – Are we reaching out to his successor? Yes, we are meeting with all the new legislators.

Book sale revenue taken off as separate line because we don't have the same kind of shopping traffic that we did at Shoppingtown. We will list it as donations.

We want to see a 5% increase in material. Increase in non-fiction, children's material, and non-traditional items. Doug – are we increasing large print? Yes – probably more than 5%.

Computers - We under estimated for contracts and licenses.

Roof we do not have a contract for the green roof. Employees do their own weeding. Barbara – Is that safe? Doug – Facilities will review.

Energy cost the same as Shoppingtown even though the space is almost double. We get 10-15% power from the panels.

SOS security is present five evenings a week. The cost is \$18000 a year. This is good for the staff. Security is dealing with issues.

Programming budget – looking to increase based on attendance. We want to and more for adults and more training in the Maker space.

\$7700 for planned upgrades. \$800 for new initiatives.

We should consider enclosures for the 3D printer unit. Considering respirators. Barbara – there are health fit requirements for respirators.

Payroll is biggest increase due to increase in minimum wage and the need for more page hours. Looking for additional ten hours a week in the children's room. Additional five hours per week for the desk

Clerical wages impacted by minimum wage increase for pages. Increases are listed in the 2019 Proposed Operating Budget memo. 3% increase planned for other staff.

We need to review the budget and vote at the next meeting.

Max – The idea coming out of the finance meeting was to look for an increase to the levy. Our cap is 5.25% because we haven't added an increase for so many years. Idea is to go between 2-3%. Mary – how does the vote work? Max – we can go over the tax cap by our own vote. Mary - If we are under the tax cap is there a way to use that information to help us encourage the public to be supportive?

2% would allow us to cover the increase. If we do nothing we just get last year's amount without a vote.

We need to talk about hiring a new librarian and the increased programming specifically for homebound services. We do need to use some of the tax cap levy before we lose it. We don't anticipate new hiring in 2020.

We would use 10% of the board designated funds if we raise the levy by 3% to meet the budget.

The security guard is a significant cost. Do other libraries have security? NOPL and Liverpool have a full time security. Manlius is attached to the police station so they do not.

The value is peace of mind but does it actually do anything. Nine incident reports (except the car accident). Would the staff be upset if we ended the security? Some would and some wouldn't be bothered. Wendy said we can consider it. Security guard is a visible presence on Monday – Thursday for sixteen hours. A page is half the price of a security guard.

Does the darkness have an impact of is it the lateness of the hours. No, the incidents mostly occur during the daylight hours.

Max – We will keep the security guard and re-evaluate in the spring. That way we have a year's worth of data.

Wendy - Maybe install a panic button. We can look at the amount we would spend to get the higher cost special event security compared to the standard current contract.

Max – We will vote on the levy in December. Any questions could be sent to Wendy. We can copy the board. Resolutions can be done in December if we want. We have until March to notify for the levy increase. Max recommends the 3%. We did 4% right before the build (two years ago). We will look at the 2019 Board Meeting schedule at that time as well. Barb – please consider SU spring break when planning the schedule due to the number of board members affiliated with the university.

Committee Reports:

Nominating Committee – Nina:

The potential CPA may not be able to join. Please try to find a CPA for the board.

Motion to adjourn Jill, Lauryn

Meeting adjourned at 6:45.

These minutes will approved at the December 20, 2018 Meeting