

Community Library of DeWitt & Jamesville September 19, 2019 Board Meeting

Present: Barbara MacDonald, Nina Brown, Max Ruckdeschel, James Trevvett, Susan Germain, Doug Arena, Jill Enright, Jaime Ashe, Dominique Ricciardelli

Not present: Silvia Mancor, Lydia Wasylenko, Lauryn Gouldin

Also Present: Wendy Scott

Meeting called to order 5:35

Approval of August Minutes

Motion to approve: Doug

Seconded: Jill

All approved

Facilities: Doug

Glass railing - Doug: Facilities Meeting on Monday. Committee would like te Board to vote on a formal resolution that the board would like us to replace the glass per the original contract.

Discussion: Nina is glad we have a formal resolution. Jill: Does this mean that the glass has not been ordered. Doug: Glass has been ordered.

Motion to approve the formal resolution that was made.

Moved by: Doug

Seconded By: Nina

Ayes: All present

Nay: none

The resolution unanimously passes.

Woodcock and Armory: HVAC contractor. Proposed adding supplemental heat to the sprinkler room by adding electric heat radiation panel in the ceiling. Cost \$3516. All inclusive

Motion to approve made by Doug.

Seconded: Barbara

All approved.

The parking lot striping was completed and looks nice. The sidewalk did not occur but is still planned by the Town of DeWitt. Will probably not be completed this fall and will need to wait for spring. We need to push for this. The original contract was approved. There were issues with the acceptance of the bid.

#### Treasurer's Report:

The financials were reviewed in detail. We are still ahead of budget.

#### Directors Report:

The coffee bar was started 5AUG19. We have collected \$82. The system is working well and is not difficult for the staff. The patrons enjoy it.

Polaris: up. Phone, some electronic collections are still offline. Overdrive collection defaulted to the Main branch. We will not have accurate numbers. It is not clear when or if the email will return. We are working on having our own email on our own server. We will use G-Suite, which is a Google product for non-profits. If the system comes back, we will use the country system for archived emails but will not return to the country system

\$3,806 by the CLRC for an Access and Digitization Grant to digitize issues of Suburban Life. There was a donation of \$2436 from the Rotary of DeWitt for Adult readers and \$1000 from Community Bank to support the literacy event Free books as child give away, to purchase books by local writers, and sponsor teen writing workshops

Staff Development Day went well. New Children's librarian, Briana Galea, is starting on Monday. Erin and Wendy reviewing digital risks and how to improve security. Consultant (DR) recommended Norton or McAfee security. ABG is the current software and was upgraded as part of the Staff development day. We and other libraries have asked that the OCPL tell us how they intend to protect the system.

#### Circulation:

Numbers may not be accurate. Summer reading program – Number of books read by Teens: 2391

Number of minutes read by Children: 136,163 (about 2,269 hours)

We are getting some tote bags to sell. \$742 for 100. Sell them for \$10 to make a small profit. Branding and promotion of the library. We are allowed to make that small amount of profit. Explore travel mugs. Branding items will be promoted on the website.

Doug -For the literacy festival – is there a travel/ parking issue? This year the festival is broken into two days. We aren't normally open Friday nights. Friday October 4<sup>th</sup> and Saturday October 5<sup>th</sup>.

Nominations: - Nina

We have had a lot of turnover due to Board Members moving out of the area. Lauryn also has to resign. Nina cycles off the board in February. We need to find a treasurer. One of the potential candidates did say they were willing to be on the board as a member. Important to have an architect, important to have a lawyer. We should try to have non-Tecumseh people. We should try to have people of color. We do have two librarians. Fundraising is important. Two members are resigning. Marketing person. Susan has a suggestion and will contact. Nina has a suggested candidate. We need to be more strategic about the skill set of suggested candidates. We could drop to eleven but there is the possibility of not having enough people. If you identify a potential candidate, send the information to Nina. We should hold off on strategic planning until we get at least two additional candidates. Former trustees – are there potential candidates from that group. Officers: Nina is leaving and the rest of us are term limited. We should consider extending the terms by revising the by-laws. I completed a few months of the previous secretary's term and then took a full term. We vote on the officers every year. We will look to revise the by-laws.

Old Business – none

New Business – none

Friend's Update – They have three co-presidents. It is the first year but seems to be working.

Fundraising ideas – they used to sell tote bags. AAA was here last night and they are planning a trip to Tuscany and Italy in May and the Friends will get a percentage. The Friend's will ask if there are any candidates.

Susan motioned to adjourned, Doug seconded.

Meeting ended at 6:35.

These minutes were approved at the October 17, 2019 Board Meeting.