

Dewitt Community Library Draft Minutes October 16, 2014

Present: Sybil Schultz, Steve Lux, John Millar, Lydia Wasylenko; Carl Austin, Nina Brown, Mary Keib Smith

Absent: Julian Modesti, Christene Gantos, Irene Scruton, Nana Ross, Miesje Havens, Rosalie Young,

Also Present: Wendy Scott,

Meeting was called to Order at 5:35 p.m. by Steven Lux.

Treasurer's Report: Carl stated that financially we are should complete the year very close to our budget. The financials were distributed to the board. Carl did a quick review of where we stand. It was all very positive with no surprises or changes.

The Board then had discussion about the budget for next year. Wendy distributed a summary and line item budget for operating budget for library. She requested that the board members take it home to review and think about for the next meeting. The request is a little more than last year. Materials budget is about the same but there is an increase in the electronic and digital budget as the use of these items continues to go up. We need to upgrade our computers to Windows 8 in addition to replacing two computers, an ipad and a new lap top. Wendy stated that generally the public computers are in good shape. Board should review the budget and vote on the operating budget for the library and questions can be brought to the November meeting. Wendy pointed out that we don't notify school district until March with regard to the budget/tax increase so we can continue to discuss the budget and tax increase, if any.

Carl put together a review of the expected expenses for the bank applications and to produce for bankers. We really need to think about how much money the board wants to spend on a building. Steve is nervous about us going above the tax cap to finance a new building. We need to discuss how to proceed. John stated that once we have the architect's contract signed we can have them update our assumptions and help estimate the costs for maintenance, furniture, fixtures etc.

There was a general discussion about how we go about setting a budget for the building. Whether we need to give a limit or range to the architect or wait to see what the architect suggests for the size of the building and the things we want in the building. This will be a continued give and take of information and of the board responding to the architect. Some board members felt strongly that we should set our own spending limits so that we know

the number to give to the architect and we will know if we are going to ask the tax payers to pay more money. Others felt that we could not really have an informed discussion on the building budget until we had the architects on board to review the costs.

John distributed a list of the costs that we received from King and King. As an example, he reviewed the expected costs for technology alone range from \$950,000.00 to \$1,175,000. The costs were based on a 25,000.00 square foot library. There is a lot of money involved and we need to work together as a team to address these costs and how to budget for them given our current financial situation. We need to start talking about whether the community is behind us and how to gage the community's reaction to the new library as a whole.

Wendy gave a brief update on the facilities grant application that we have applied for to help with some of the costs of the new building. She explained that this we submit our request each year and we should receive some portion of our request, but it takes a long time to hear the State's response and then another length of time to actually receive the money. This money could be very helpful but we won't receive it until after it has been spent. She also pointed out that the State could change its system at any time and the response from the State also depends on what other libraries have requested.

Director's Report:

Wendy noted that the page describing the new library project is up on library web set. There is just an overview of the information but we will be adding details to it as we go along. Wendy also informed the board that she received the check from the State today and that will be going into our accounting.

Wendy said that they are in the process of modifying the employee handbook. She is going to show the proposed changes to Robert Germain and to the board. She hopes to be able to implement the changes by January 2015.

A Self checkout study was conducted. The statistics show that 8% of our patrons use self check out. That percentage is pretty typical of libraries in this area. One reason that more may not use it is because the self checkout process cannot register holds in the system. In addition, some people say they want personal interaction and go to the front desk. Another reason could be that some people need more training. Wendy said they will continue to track and will tweak the signage and see if it increases before we look at how to do this for the new building.

Wendy noted that circulation was slightly up, she wasn't exactly sure of the reason but mentioned that it could have something to do with the popularity of Netflix. Wendy mentioned that they hosted the first Striders club event in partnership with MVP and

Shoppingtown Mall. They had incentives such as pedometers and t-shirts among other things and host a walking program in early hours. They had 36 people in first session. Hopefully continue to be a partnership even if we move.

The Senior Fair is scheduled for October 24 from 10-2 and an advertising sticker went out on the most recent issue of the Eagle Bulletin. There will be free health screening and flu shots. The Friends Board will have book and bake sale.

Wendy set forth the terms of the lease extension that have been offered by Moonbeam for the Library to stay in the mall past our lease termination date. The lease extension allows the Library to remain in the space with the same rental payment on a month to month basis. Steve made a motion to approve the lease extension. Lydia seconded the motion and it was passed unanimously.

John Millar gave an update on the Architects contract. He said that he received very good thoughts and ideas from Attorney Jim Hughes. John is prepared to finalize the contract and get it to King and King next week. John made a motion to authorize him to send the contract out to King and King after final review with attorney. Mary seconded the motion and the motion passed unanimously.

Lydia described the strategic planning process. As chair she asked that each of the committee chairs update the goals specific to the committee assignments with the following thoughts in mind:

- Are goals still valid
- What comes next
- Revise target dates

Timeline for the building project was discussed and the assumption is that it would be roughly 10 months from the time the architects begin their work to the start of construction. At this point it appears that construction might be scheduled to start September 1, 2015.

There was general discussion about building project management process. This will be a discussion for future board meetings.

S. Lux moved to adjourn at 7:05. The motion was unanimously carried. Meeting adjourned at 7:055 p.m.

These minutes are presented in draft form and will be presented at the November, 2014 meeting for approval.

Mary Keib Smith, Vice President