

## Dewitt Community Library Board of Trustees Meeting Minutes – October 20, 2016

Present: Doug Arena, Nina Brown, Jill Enright, Lauryn Gouldin, Miesje Havens, Barb MacDonald, Nana Ross, Max Ruckdeschel, Mary Smith, James Trevvett, Lydia Wasylenko

Absent: Carl Austin, Shelly Field, Christene Gantos

Also Present: Wendy Scott (Director),

- Call to order – meeting called to order at 5:39p by Mary
- Approval of Minutes – September 2016
  - Motion (Nana), 2<sup>nd</sup> (Barb); Abstain: Miesje (not present last month), Jill (not present last month). None against. Motion passes.
- Director's Report
  - Thanks to the DCL Friends we are now a sister library to a library in Ghana. There will be a program about this project at the library. DCL will be helping our sister library to develop a collection and find grants.
  - Wendy and Brian have been working on a split operating budget for 2017. They have met with Carl to review a draft of it.
  - Wendy has met with the Reisman Foundation a few times to discuss a grant.
  - The 2016 Senior Fair will be 10/21 from 10a to 1p. Mall-o-ween is 10/27 1-7p (giving out candy and children's programming information). The Book Sale (and Friends' Bake Sale) will be 11/11-13.
  - Pew Research Report: Summary of report was distributed. Our new building project is consistent with current trends.
- Committee Reports
  - Nominations Committee (Nina): There are 2 open spots on the Board, both people would be starting mid-term
    - Max Ruckdeschel (Max left the room during discussion and vote): Nina moves to nominate Max, Miesje seconds
      - All approved
      - Nina will share a list of committees with Max.
    - There was some discussion about having another CPA on the Board.
  - Treasurer Report
    - Carl has approved financials, all Board members have received.
  - Facilities
    - A group has met with Scott Ely regarding solar panels for the new library. He will be submitting a proposal.

- Interior Design Team: Flooring has been discussed, and they will be looking at furniture soon. Meetings with the design team will be scheduled.
- Construction:
  - Hueber-Breuer is moving forward quickly with foundation and some curbing was put up today.
  - Mary has received notice that Tobin's excavation is complete. Environmental consultants (CNS) have been called to release final report (we have a verbal okay).
  - Community Bank has everything they need to schedule closing, so this should be happening soon.
  - The budget is holding steady for construction. Otis has suggested that solar panels, the green roof, and amphitheater may be added back into the budget because of savings in other areas. There will be a meeting at the site with the contractor on 10/27.
- Some guide wires are in way of sidewalk – solutions being considered.
- Owners Rep: Doug thought that the Design Team has done a great job representing our interests. Doug asked if the Board felt comfortable with not hiring an owner's rep. He suggested as long as there are DCL representatives at meetings and people are available to answer questions, then that may be sufficient.
- Doug spoke to Café Kubal owner – they are potentially interested in operating the coffee station at the new library.
- Fundraising Committee (Miesje)
  - Miesje, Lauryn, Patti, and Wendy have been meeting.
  - A letter and pledge form have been sent to Board
    - Trying to get 100% participation from Board
  - Capital Campaign
    - The official groundbreaking ceremony will be held on 10/28/16, and we have 17 RSVP's so far. Wendy will be contacting media re: the event.
    - Goal is \$1,000,000 total (grants and donations/pledges)
      - Officially launched 10/28
      - A mailing to the community will follow
    - Exceeding goal is okay, and means we can afford more of things like furniture and technology
    - Phase 1 – Board ask (See Miesje if you need a pledge form)
    - Phase 2 – former Board members party on Nov 14 @ First Tee (Butternut Creek) from 5:30 - 7p. Mike Vaughn (former Trustee) will host the event
    - Phase 3 – Corporate ask
      - Mailing to be sent to local businesses

- Community/Neighborhood meetings or events to be held
  - We would like to accept small donations from children if they want to donate. It is very important to involve everyone in the community. We will find way to recognize these people.
  - After opening of the new library a reception will be held for major donors.
- A survey mailing has been sent out to tap prospects, gather more information and to gauge interest from volunteers.
- There was a discussion about the possibility of adjusting the Board calendar to accommodate one of the Trustee's change in schedule. No decision was made at this meeting.
- Friends Report (Nana):
  - Speaker, Time Burns, and realized over \$900 in profit
  - Tabel at Senior Fair in Shoppingtown this Friday
  - Barnes and Noble sale on Saturday
  - Book Sale/Bake Sale Nov. 11 & 12
  - Mary Kelly is on a trip to Quiana for an outreach program to disburse books. Will report on December 5.
- Motion to adjourn 6:37pm, seconded.
- Next Meeting: November 17, 2016 at 5:30p

*Approved 11/17/16*