

DeWitt Community Library Minutes for October 19, 2017

Present

Barbara MacDonald, Mary Keib Smith, Max Ruckdeschel, James Trevvett, Doug Arena, Nina Brown, Lydia Wasylenko, Caul Austin, Jaime Ashe, Lauryn Gouldin, Meisje Havens, Jill Enright

Not Present

Susan Germain

Also present Wendy Scott, Mary Kelly (Friends)

Call to Order:

The Meeting was called to order at 5:31

Approval of the Minutes of the 26SEP17 Meeting:

Move to approve

Approved - 2 abstained

Treasurers report:

YTD Results –We are still favorable. Payroll slightly over this month but favorable YTD. Levy Check received. 2018 budget development is in process. Signed the letter for the 2017 audit. Same firm as last year.

Building – 1-2 more payment applications from HB. We need a certificate of occupancy for the bank to release the funds. We will probably not need the excess note. Some small items came out of operating – signage, patio furniture

Mortgage insurance paid at closing. We are going to take the mortgage money we budgeted that we didn't use to put towards the loan.

Questions:

Director's Report: For the 2018 schedule will be the third Thursdays of each month.

Nina motioned Doug seconded. All approved

Navy CB Vets of Syracuse donated a flag.

Launching a call for volunteers – shelving to special projects, programming, landscaping, and children's garden.

Special projects for teens. Meisje and Mary will contact the JD honor society advisor.

Trends and patterns of use and circulation. WiFi logins up 40%, reference stated up 20%. Website hit is up 40%. Walk-ins up 30%. 500 new library cards.

No 2017 minutes up on the new site was noted. This was due to the site transfer.

Focusing on programs and services:

The living library – focusing on the environment. Tuesday December 5th. Bird watching club. Scott Freeman interested in the trees on the site – the wildflower meadow. Scott Freeman is going to help with the children's garden and a Plant and tree tagging project with teens. Mary suggested a science teacher regarding children's environmental programming. The Town wants to have a community series called This is DeWitt. The Library is partnering. It will be held later this year.

Can there be a late bus drop off.

Provisions – how are they doing? They are doing well in the morning. They are interested in expanding their menu – sandwiches and fruit. They are looking into whether they have the staffing to open in the afternoon. Also looking at a free standing refrigerator with sales performed at the circulation desk

Committee Reports

Facilities:

Automatic door opener

-Meeting to cover the options regarding the automatic door opener. Looking at how to coordinate the doors and where the button should be placed.

Opening both – is not a solution. Looking at having one door with the safety eye and hard wiring as opposed to a wireless battery version. The left is easier with the connection. Mary Kelly suggested that we have Access CNY have it evaluated since it is an important issue. CNY Access would be out best bet since we should make sure we do it right. Wendy said we can start with Ken Mack as Access CNY. Feedback from the Shoppingtown site was that the door closed too quickly. We were relying on K&K and HB's expertise and this is a large miss that will now cost us. We talked about accessibility with regards to other features. We would not expect to see a charge for the design. The difference in cost for doing it after the fact is an increase of @\$1500. Key is to get the door done correctly. We understand that this was a miss and we are working to make it right for the community.

Honor wall

No one taking responsibility with the honor wall. Otis got a warning that it wasn't the right wood. We spend \$2000 on wood we can't use. Looking into a Lucite or glass options. The name structure was looking to have a randomness. There is a donor level issue.

The plaque for the rooms are inside not outside. – We will ask Wendy to have them moved to outside.

Nina – Motion to authorize the executive committee to move forward with the door based upon the feedback given at the 19OCT17 and community feedback. Lydia second the motion

Nina Motion to go to Executive session to discuss personnel issues – Meisje and Lydia seconded.

Old Business - none

New Business – There was a “push pull” call criticizing the library – do you think it is a waste of tax payer money? Public Insight is the name of the survey company. Town of DeWitt Democrats have asked Max to write an editorial. We will also do an article about the library.

Motion to adjourn at Nina – Lydia seconded

Meeting adjourned a 7:09

These minutes will be submitted for approval at the November Meeting.