

# DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes for April 11, 2017

**PRESENT:** Susan Collver, Patricia Samarco, R. Scott Smith, Sally Swierczek (Susana Tuttle – absent)

**CALL TO ORDER:** President Collver called the meeting to order at 6:02 PM.

**PUBLIC COMMENTS:** None

**DISPOSITION OF MINUTES:** Susan Collver moved to accept the March 21, 2017 minutes. R. Scott Smith seconded. The motion was adopted.

**PRESIDENT'S REPORT:** None.

**FINANCIAL REPORT:** Susan Collver moved to accept the abstract of claims dated from March 21, 2017 through April 11, 2017 totaling \$66,599.65. R. Scott Smith seconded. The motion was adopted.

**DIRECTOR'S REPORT:** {see attached}

**COMMITTEE REPORTS:** A committee comprising of Director Bliss, Trustees Susan Collver and Sally Swierczek, DPL employee Jenee Gerardo along with Architect Paul Mays visited Saratoga Springs, Saugerties, and Kingston, NY libraries on April 4, 2017. All these libraries have had renovations done by the Butler Rowland Mays ARCHITECTS, LLP. Director Bliss showed photographs of the renovations.

**COMMUNICATIONS:** Director Bliss received a certified letter from the law office of Ricardo J. Mauro, P.C. representing Mr. Robert D. Volz residing at 84 Main St. Whitesboro, N.Y. 13492. He would like to meet with Director Bliss to discuss a proposed fence adjacent to the westerly boundary line between Mr. Volz's property and the DPL property.

**UNFINISHED BUSINESS:** None.

### NEW BUSINESS:

- a. R. Scott Smith moved to accept the October 2015 – September 2016 Annual Report. Susan Collver seconded. The motion was adopted.
- b. R. Scott Smith encouraged Director Bliss to have the Abolition Hall of Fame traveling exhibit at Peterboro, NY to be displayed in the DPL Community Room sometime in the fall.
- c. R. Scott Smith moved that Director Bliss request a preliminary estimate from Butler Rowland Mays Architects, LLP to determine the scope of a master plan for DPL and should the preliminary estimate exceed the threshold for bidding, then the DPL Board will explore at least two firms. Patricia Samarco seconded. The motion was adopted.

**ANNOUNCEMENTS:** None

**COMMENTS from the PUBLIC:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** R. Scott Smith moved to adjourn the meeting. Patricia Samarco seconded. The meeting was adjourned at 8:12. PM.

Next meeting will be on Tuesday, May 9, 2017 at 6:00 PM.

Respectively Submitted,

Patricia Samarco, Recording Secretary

DUNHAM PUBLIC LIBRARY

ABSTRACT OF CLAIMS

March 22, 2017 - April 11, 2017

Claims Dated: March 8, 2017 - April 10, 2017

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
436	3/18/2017	Kids Yoga - April & May 2017	Sara Miller	5400 Library Materials	120.00	\$120.00	6636	
437	3/21/2017	31298	Mohawk Valley Cash Register	6700 Office & Library Supplies	59.95	\$59.95	6637	
438	3/23/2017	SI0025324-US	Bibliotheca + 3M	6100 Building & Maintenance	1,513.42	\$1,513.42	6638	
439	3/23/2017	0035206-IN	Mid-York Library System	5200 Health	13,786.76	\$13,786.76	6639	
440	3/23/2017	03/10/2017	WCS Trust & Agency Fund	5000 Salaries + Wages	19,908.26			
				5100 Social Security	1,510.41			
				5200 Health	-1,407.27			
				6600 Insurance	-25.20	\$19,986.20	6631	X
441	3/24/2017	76676952	Constellation	6400 Electricity	493.16	\$493.13	6633	X
442	3/24/2017	59549-83106	National Grid	6400 Electricity	467.99	\$1,282.09	6634	X
443	3/24/2017	38749-80107	National Grid	6200 Fuel (Heat)	814.10	\$1,282.09	6634	X
444	3/27/2017	00 324281	Guardian	5200 Health	3,041.10	\$3,041.10	EFT	X
445	3/27/2017	2757	Key Bank - A.Bliss	5400 Library Material	603.23			
				6700 Office & Library Materials	54.81			
				7500 Miscellaneous	48.92	\$706.96	6640	
446	3/27/2017	0434	Key Bank - S.Trodler	7400 Computers / Software	36.00			
				6800 Petty Cash / Postage	100.00			
				5400 Library Materials	225.61			
				7500 Miscellaneous	44.48	\$406.09	6646	
447	3/27/2017	255850	The Library Store Inc	6700 Office & Library Supplies	71.69	\$71.69	6641	
448	3/29/2017	133721A	General Security	6100 Building & Maintenance	80.70	\$80.70	6642	
449	3/30/2017	03/27/2017	R.E. Stevener Inc	6100 Building & Maintenance	119.00	\$119.00	6643	
450	3/31/2017	TCN36224	TCN Inc	6500 Telephone	73.85	\$73.85	6644	
451	4/5/2017	66477	Aflac	5200 Health	342.16	\$342.16	6652	
452	4/5/2017	932871	Grey House Publishing	5400 Library Materials	319.00	\$319.00	6647	
453	4/7/2017	04/07/2017	WCS Trust & Agency Fund	5000 Salaries & Wages	19,704.18			
				5100 Social Security & Medicare	1,494.81			
				5200 Health	-1,407.27			
				6600 Insurance	-26.40	\$19,765.32	6635	X
454	4/7/2017	44401420417	Northland Communications	6500 Telephone	975.24	\$1,102.99	6648	
455	4/7/2017	63564500417	Northland Communications	6500 Telephone	127.75	\$1,102.99	6648	
456	4/7/2017		Rosemary Manley	5400 Library Materials	16.32	\$16.32	6649	
457	4/8/2017	1209713248	G&K Services	6100 Building & Maintenance	41.02	\$41.02	6650	
458	4/8/2017	n2579	Allstate	5200 Health	35.56	\$35.56	6651	
459	4/10/2017	41426	Fire Fighting Equipment	6100 Building & Maintenance	45.00	\$45.00	6653	
460	4/10/2017	358611	Junior Library Guild	54000 Library Materials	1,794.30	\$1,794.30	6654	
461	4/10/2017	Petty Cash	Herman Mosher	5400 Library Materials	48.00			
				6100 Building & Maintenance	31.99	\$79.99	7792	
462	4/10/2017	Milleage	Herman Mosher	7000 Conferences / Workshop	15.73	\$15.73	6655	
463	4/10/2017	1275723	Hummels	6700 Office & Library Supplies	12.78	\$12.78	6656	
464	4/11/2017	Milleage	April Bliss	7000 Conferences / Workshop	169.96	\$169.96	6658	
465	3/8/2017	97589901	Ingram	5400 Library Materials	10.49	\$2,064.59	6645	
466	3/9/2017	97604864	Ingram	5400 Library Materials	64.33	\$2,064.59	6645	
467	3/10/2017	97621407	Ingram	5400 Library Materials	48.97	\$2,064.59	6645	
468	3/13/2017	97645758	Ingram	5400 Library Materials	35.04	\$2,064.59	6645	
469	3/13/2017	97645759	Ingram	5400 Library Materials	33.58	\$2,064.59	6645	
470	3/15/2017	97677135	Ingram	5400 Library Materials	17.59	\$2,064.59	6645	
471	3/16/2017	97696402	Ingram	5400 Library Materials	77.53	\$2,064.59	6645	
472	3/16/2017	97696403	Ingram	5400 Library Materials	124.03	\$2,064.59	6645	
473	3/16/2017	97696404	Ingram	5400 Library Materials	26.49	\$2,064.59	6645	
474	3/16/2017	97696405	Ingram	5400 Library Materials	34.95	\$2,064.59	6645	
475	3/17/2017	97714323	Ingram	5400 Library Materials	32.97	\$2,064.59	6645	
476	3/17/2017	97722072	Ingram	5400 Library Materials	24.13	\$2,064.59	6645	
478	3/17/2017	97722073	Ingram	5400 Library Materials	22.58	\$2,064.59	6645	

479	3/17/2017	97722074	Ingram	5400 Library Materials	18.50	\$2,064.59	6645	
480	3/19/2017	97728190	Ingram	5400 Library Materials	79.23	\$2,064.59	6645	
481	3/21/2017	97752403	Ingram	5400 Library Materials	32.27	\$2,064.59	6645	
482	3/21/2017	97752404	Ingram	5400 Library Materials	16.14	\$2,064.59	6645	
483	3/21/2017	97756557	Ingram	5400 Library Materials	10.49	\$2,064.59	6645	
484	3/22/2017	97771845	Ingram	5400 Library Materials	15.15	\$2,064.59	6645	
485	3/22/2017	97771846	Ingram	5400 Library Materials	6.17	\$2,064.59	6645	
486	3/23/2017	97792329	Ingram	5400 Library Materials	19.25	\$2,064.59	6645	
487	3/23/2017	97792330	Ingram	5400 Library Materials	42.13	\$2,064.59	6645	
488	3/24/2017	97818103	Ingram	5400 Library Materials	68.61	\$2,064.59	6645	
489	3/24/2017	97818104	Ingram	5400 Library Materials	15.18	\$2,064.59	6645	
490	3/28/2017	97850854	Ingram	5400 Library Materials	49.47	\$2,064.59	6645	
491	3/28/2017	97850855	Ingram	5400 Library Materials	76.69	\$2,064.59	6645	
492	3/28/2017	97850856	Ingram	5400 Library Materials	6.19	\$2,064.59	6645	
493	3/29/2017	97872624	Ingram	5400 Library Materials	30.75	\$2,064.59	6645	
494	3/29/2017	97876596	Ingram	5400 Library Materials	15.08	\$2,064.59	6645	
495	3/30/2017	97891133	Ingram	5400 Library Materials	54.08	\$2,064.59	6645	
496	3/30/2017	97891134	Ingram	5400 Library Materials	10.49	\$2,064.59	6645	
497	3/31/2017	97918341	Ingram	5400 Library Materials	430.37	\$2,064.59	6645	
498	3/31/2017	97918342	Ingram	5400 Library Materials	369.56	\$2,064.59	6645	
499	3/31/2017	97918343	Ingram	5400 Library Materials	146.11	\$2,064.59	6645	
500	4/4/2017	97950625	Ingram	5400 Library Materials	24.75	\$181.52	6657	
501	4/4/2017	97950626	Ingram	5400 Library Materials	16.70	\$181.52	6657	
502	4/4/2017	97950627	Ingram	5400 Library Materials	33.60	\$181.52	6657	
503	4/4/2017	97956373	Ingram	5400 Library Materials	36.03	\$181.52	6657	
504	4/4/2017	97950628	Ingram	5400 Library Materials	6.17	\$181.52	6657	
505	4/5/2017	97973918	Ingram	5400 Library Materials	64.18	\$181.52	6657	
					TOTAL CLAIMS	66,599.65		

I certify that the claims listed above were audited by the Board of Trustees of Dunham Public Library on

4-11-17

and approved claims totaling \$ 66,599.65

*Patricia Samaras*

Board Secretary or Trustee

4-11-17

Date

**Director's Report  
Board of Trustees – Dunham Public Library  
For April 11, 2017 Board Meeting**

**Programming Highlights: We have many ongoing programs and...**

- Diabetes Overview Wednesday, April 12<sup>th</sup> 1:00-2:00
- Healthy New York Overview, Friday April 14<sup>th</sup> and 28<sup>th</sup> 10:00-12:00
- Eat Smart New York, Friday, April 28<sup>th</sup> 2:00-3:00
- World Tai Chi Day, Saturday, April 29<sup>th</sup> 10:00-11:00
- Cursive Writing, Thursdays 3:30-4:30
- Easter "Hoppining" with Fun Bunny, Friday, April 14<sup>th</sup> 1:30-2:30
- Easter Egg Hunt Saturday, April 15<sup>th</sup> 2:00-4:00
- Minecraft Survival Mode, Tuesday, April 18 - 20 10:00-1:00
- Minecraft Build Battles, Tuesday, April 18 - 20 2:30-4:30
- See <http://www.whitesborolib.org/> for full list of programs

**Personnel and Human Resources**

Director and staff meetings:

Rotary Meetings

Info Staff/Clerical/Collection Development Meetings

Book sale

April used 2.5 personal days

Meeting highlights:

- DAC meeting, March 22<sup>nd</sup>
- DPL Summer Reading Program meeting, March 28<sup>th</sup>
- Probation completion meeting with Julia Heller, March 28<sup>th</sup>
- Donated Blood here at DPL, March 31<sup>st</sup>
- Rotary Scholarship Breakfast, April 2<sup>nd</sup>
- Jenee Gerardo, Susan Colliver and April Bliss, Library visits to Saratoga Springs Public Library, Kingston Library and Saugerties Public Library and Sally Swierczek joined the group at Saugerties Public Library, April 4<sup>th</sup>
- Booktique Meeting, April 5<sup>th</sup>
- Policies, Bylaws, and Charters at Mid York, April 5<sup>th</sup>
- NYLA Town Hall meeting webinar, April 6<sup>th</sup>

**Items for Board Discussion**

- 2016 Annual Report approval
- Bank of Utica CD renewal
- Correspondence from Volz regarding the fence
- Butler, Rowland, Mays Architects, LLP hire firm to develop a master plan?