

# DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes for July 11, 2017

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

**CALL TO ORDER:** President Collver called the meeting to order at 6:00 PM.

**PUBLIC COMMENTS:** None

**DISPOSITION OF MINUTES:** R. Scott Smith moved to accept the June 13, 2017 minutes. Sally Swierczek seconded. The motion was adopted.

### **PRESIDENT'S REPORT:**

- a. President Susan Collver showed a bookmark from the Kirkland Public Library which had the programs for the month listed on it.
- b. President Susan Collver submitted questions that might be considered using for the public's survey response on usage of the library.

### **FINANCIAL REPORT:**

Susan Collver moved to accept the abstract of claims dated from June 13, 2017 through July 11, 2017 totaling \$75,907.79. Patricia Samarco seconded. The motion was adopted.

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

**COMMITTEE REPORTS:** None

**COMMUNICATIONS:** None

**UNFINISHED BUSINESS:** None.

### **NEW BUSINESS:**

- a. Kathryn McCauley from Mid York gave a presentation on Strategic Planning.
- b. Beebe Construction Services budget estimate to construct a new two story entrance elevation on the west side of the library for \$302,800 was presented. (See attached).
- c. R. Scott Smith moved to amend 17.0 Health- Retirement Policy to read that full time employees who retire with a minimum of ten years of service will be paid 50% of the premium by the library. Sally Swierczek seconded. The motion was adopted.

**ANNOUNCEMENTS:** None

**COMMENTS from the PUBLIC:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Patricia Samarco moved to adjourn the meeting. Susan Collver seconded. The meeting was adjourned at 7:39. PM.

Next meeting will be on Tuesday, August 8, 2017 at 6:00 PM.

Respectively Submitted,

Patricia Samarco, Recording Secretary

**DUNHAM PUBLIC LIBRARY**  
**ABSTRACT OF CLAIMS**  
*June 14, 2017 - July 11, 2017*

Claims Dated:

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
658	5/26/2017		Teresa Wood	5400 Library Materials	250.00	\$250.00	6753	
	5/30/2017		Benjamin W Wormuth	5400 Library Materials	150.00	\$150.00	6754	
	5/30/2017		David Moreland	5400 Library Materials	595.00	\$595.00	6755	
	6/15/2017	6/16/17	WCS Trust & Agency Fund	5000 Salaries	20,997.24			
				5100 Social Security & Medicare	1,593.70			
				6600 Insurance	-26.40			
				5200 Health	-1,407.00	\$21,157.27	6747	x
	6/15/2017	142330	Catskill Public Library	6700 Office & Library Supplies	59.40	\$78.40	6756	
	6/16/2017	0035380-IN	Mld - york Library System	5400 Library Materials	203.84			
				6700 Office & Library Supplies	22.80			
				4300 Library Fines	-93.58	\$13,232.50	6757	
	6/16/2017	035511	Utica Glass Company	6100 Building & Maintenance	64.00	\$64.00	6758	
	6/20/2017	30474	Mohawk Valley Water Authority	6300 Water	268.83	\$268.83	6759	
	6/20/2017		Sharon Trodler	5400 Library Materials	10.00	\$10.00	6760	
	6/21/2017	13085	Lawrence Rieben & Son Inc	6100 Building & Maintenance	515.00	\$515.00	6761	
	6/22/2017	6/23/17	WCS Trust & Agency Fund	5000 Salaries & Wages	9,602.85			
				5100 Social Security & Medicare	734.62			
				6600 Insurance	-13.80	\$10,323.67	6748	x
	6/22/2017	142881	catskill spring water	6700 Office & Library Supplies	19.00	\$78.40	6747	
	6/23/2017	0035388-IN	Mld-York Library System	5200 Health	13,099.44	\$1,323.50	6757	
	6/26/2017	367147	Junior Library Guild	5400 Library Materials	1,794.30	\$1,794.30	6792	
	6/26/2017	74873	Utica Spray & Chemical Co	6100 Building & Maintenance	285.61	\$285.61	6763	
	6/27/2017	324281	Guardian	5200 Health	3,041.10	\$3,041.10	6749	X
	6/27/2017	4237842	Constellation Energy Services	6400 Electricity	672.71	\$672.71	6751	X
	6/27/2017	83106	National Grid	6400 Electricity	630.82	\$660.97	6750	X
	6/27/2017	80107	National Grid	6200 Gas	30.15	\$660.97	6750	X
	6/28/2017	2757	Key Bank - April	5400 Library Materials	553.80			
				6700 Office & Library Materials	139.90			
				6100 Building & Maintenance	2.82	\$696.52	6764	
	6/28/2017	0434	Key Bank - Sharon	5400 Library Materials	95.88			
				6800 Petty Cash / Postage	150.00	\$245.88	6765	
	6/29/2017	10	Reynold's Hardware LLC	6100 Building & Maintenance	15.15	\$15.15	6766	
	7/1/2017	Tcn38962	TCN Inc	6500 Telephone	75.24	\$75.24	6767	
	7/5/2017	678847	Aflac	5200 Health	342.16	\$342.16	6768	
	7/5/2017	134765A	General Security	6100 Building & Maintenance	80.70	\$80.70	6769	
	7/7/2017		WCS Trust & Agency Fund	5000 Salaries & Wages	17,926.72			
				5100 Social Security & Medicare	1,358.82			
				6100 Insurance	-26.40			
				5200 Health	-1,450.57	\$17,808.57	6752	X
	7/10/2017	63564500717	Northland Communications	6500 Telephone	140.74	\$140.74	6771	
	7/10/2017	6209741235	G & K Services	6100 Building & Maintenances	41.02	\$41.02	6770	
	7/11/2017	Petty Cash	Herman Mosher	5400 Library Materials	75.50			
				6100 Building & Maintenances	45.00	\$115.50	7794	
	7/11/2017	Millage	Herman Mosher	7000 Conferences / Workshop	31.57	\$31.57	6772	
	7/11/2017		Stephanie Markham	5400 Library Materials	18.96	\$18.96		
	5/31/2017	98714814	Ingram	5400 Library Materials	84.96	\$2,479.14	6773	
	6/7/2017	98812690	Ingram	5400 Library Materials	111.12	\$2,479.14	6773	
	6/8/2017	87714681	Ingram	5400 Library Materials	19.25	\$2,479.14	6773	
	6/8/2017	98829988	Ingram	5400 Library Materials	20.29	\$2,479.14	6773	
	6/9/2017	98852057	Ingram	5400 Library Materials	9.39	\$2,479.14	6773	
	6/9/2017	98842370	Ingram	5400 Library Materials	74.47	\$2,479.14	6773	
	6/11/2017	98857739	Ingram	5400 Library Materials	138.67	\$2,479.14	6773	
	6/11/2017	98857738	Ingram	5400 Library Materials	121.31	\$2,479.14	6773	
	6/12/2017	98866644	Ingram	5400 Library Materials	36.54	\$2,479.14	6773	

6/13/2017	98881892	Ingram	5400 Library Materials	293.97	\$2,479.14	6773	
6/13/2017	98881893	Ingram	5400 Library Materials	127.16	\$2,479.14	6773	
6/14/2017	98900519	Ingram	5400 Library Materials	19.70	\$2,479.14	6773	
6/14/2017	98900518	Ingram	5400 Library Materials	142.45	\$2,479.14	6773	
6/14/2017	98904165	Ingram	5400 Library Materials	11.89	\$2,479.14	6773	
6/15/2017	98917913	Ingram	5400 Library Materials	247.28	\$2,479.14	6773	
6/15/2017	98917912	Ingram	5400 Library Materials	72.72	\$2,479.14	6773	
6/15/2017	98917914	Ingram	5400 Library Materials	17.55	\$2,479.14	6773	
6/15/2017	98917911	Ingram	5400 Library Materials	75.88	\$2,479.14	6773	
6/19/2017	98958275	Ingram	5400 Library Materials	36.67	\$2,479.14	6773	
6/20/2017	98971883	Ingram	5400 Library Materials	30.72	\$2,479.14	6773	
6/20/2017	98981977	Ingram	5400 Library Materials	64.22	\$2,479.14	6773	
6/21/2017	98992911	Ingram	5400 Library Materials	44.43	\$2,479.14	6773	
6/21/2017	68992912	Ingram	5400 Library Materials	19.00	\$2,479.14	6773	
6/22/2017	99010861	Ingram	5400 Library Materials	41.24	\$2,479.14	6773	
6/22/2017	99010862	Ingram	5400 Library Materials	57.28	\$2,479.14	6773	
6/23/2017	99034273	Ingram	5401 Library Materials	84.08	\$2,479.14	6773	
6/27/2017	99066196	Ingram	5402 Library Materials	86.97	\$2,479.14	6773	
6/27/2017	99066197	Ingram	5403 Library Materials	4.69	\$2,479.14	6773	
6/28/2017	99089664	Ingram	5404 Library Materials	9.89	\$2,479.14	6773	
6/29/2017	99104045	Ingram	5405 Library Materials	16.14	\$2,479.14	6773	
6/29/2017	99104046	Ingram	5406 Library Materials	66.41	\$2,479.14	6773	
6/29/2017	99104047	Ingram	5407 Library Materials	54.09	\$2,479.14	6773	
6/30/2017	99127514	Ingram	5408 Library Materials	40.98	\$2,479.14	6773	
7/5/2017	99158908	Ingram	5409 Library Materials	89.60	\$2,479.14	6773	
7/5/2017	99158909	Ingram	5410 Library Materials	68.36	\$2,479.14	6773	
7/5/2017	99158910	Ingram	5411 Library Materials	29.19	\$2,479.14	6773	
7/5/2017	99158911	Ingram	5412 Library Materials	10.59	\$2,479.14	6773	
		A+P Master Images		612.00	612.00		
			TOTAL CLAIMS	75,195.79			

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

~~75,195~~ 75,807.79

7-11-17

and approved claims totaling

\$75,807.79

*Patricia Samaras*  
Board Secretary or Trustee

7-11-17  
Date

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

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

- *Fake News, July 17<sup>th</sup> 6:00-7:00*
- *Puppets with Pizazz Presents: Rumpelstiltskin, July 13<sup>th</sup>*
- *Minecraft: Mob Farm Mayhem, July 14<sup>th</sup> (weekly series)*
- *LEGO Mindstorms Robotics, July 15<sup>th</sup> (weekly series)*
- Family movie: continues each Monday at 10am
- Solar Eclipse Series continues, July 17<sup>th</sup>
- Art a la mode Series continues, July 18<sup>th</sup>
- From Sprockets to Spokes: An Adventure in Basic Bike Repair, July 20<sup>th</sup>
- American Girl history: Samantha and the Suffragettes, July 20<sup>th</sup>
- Moreland the Magician Builds a Better World, July 27<sup>th</sup>
- Operation Ripple Effect: Become a Mohawk River Champion, August 3<sup>rd</sup>
- See <http://www.whitesborolibrary.org/> for full list of programs

**Personnel and Human Resources**

Director and staff meetings:

Rotary Meetings

Info Staff/Clerical/Collection Development Meetings

Booktique

April used 2 day + 2 hours vacation days and .5 sick day

Meeting highlights:

- Literacy Coalition Steering Committee Meeting, June 16<sup>th</sup> (free bikes)
- Meeting with Judi Boniface regarding DPL fine free guidelines, June 19<sup>th</sup>
- Building Committee meeting with Andrew Alesia, June 20<sup>th</sup>
- Meeting with Chris Sagaas new Director of Utica Public Library, June 21<sup>st</sup>
- Meeting with Russell and Herm regarding Eagle Scout project, June 26<sup>th</sup>
- CLRC Executive director candidate, Hilary Virgil presentation, June 27<sup>th</sup>
- Dedication of Little Free Library for Darby O'Brien, June 28<sup>th</sup>
- Building Committee meeting with Andrew Alesia, June 30<sup>th</sup>
- Meeting with Greg Benincasa and Andy Alesia, July 5<sup>th</sup>
- Meeting with FES and Mid York regarding IP cameras

**Items for Board Discussion**

- The Library master plan
- Library construction grant



GENERAL CONSTRUCTION  
CONSTRUCTION MANAGEMENT  
DESIGN/BUILD

July 11, 2017

Dunham Public Library  
76 Main Street  
Whitesboro, NY 13492

**PROPOSAL** No. 08825  
RE: Budget Estimate for New  
Entry on West Side

Attention: Ms. April Bliss, Exec. Director

We are pleased to offer the following budget estimate to construct a new two-story entrance elevation on the west side of the library as per Alesia & Crewell's preliminary drawings received on 7.5.17. The only exception is that we priced up brick on the 2<sup>nd</sup> floor north and west sides of the building and vertical vinyl siding on the exposed south and east sides. Also, the existing brick walls that will become interior walls will be left exposed. As discussed, our budget and 'add' options are as outlined:

**BASE BID:** Addition without stairs and new elevator entry (incl. allow. of \$1,000. for chandelier light)  
Price: \$226,300.

ADD Stairs: Steel/concrete stairs with railings and including paint and rubber treads ADD \$33,600.

ADD Elevator entry door @ 2<sup>nd</sup> floor north side ADD \$42,900.

**TOTAL** for BASE BID with BOTH OPTIONS: \$302,800.

*\* Assume prevailing wage rates for summer 2018, tax exempt, bonded*

Sincerely,

Gregory S. Benincasa  
Vice President

Accepted by: \_\_\_\_\_

Signature, Title: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: File, A. Alesia