

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes for September 12, 2017

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

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

PUBLIC COMMENTS: None

DISPOSITION OF MINUTES: Patricia Samarco moved to accept the August 8, 2017 minutes. R. Scott Smith seconded. The motion was adopted.

PRESIDENT'S REPORT: None.

FINANCIAL REPORT:

- a. Susan Collver moved to accept the abstract of claims dated from August 8, 2017 through September 12, 2017 totaling \$77,793.67. R. Scott Smith seconded. The motion was adopted.
- b. Susan Collver moved to accept the resolution to transfer funds of \$100.00 from Miscellaneous to Public Relations & Printing. Patricia Samarco seconded. The motion was adopted.

DIRECTOR'S REPORT: {see attached}

COMMITTEE REPORTS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a. Susan Collver moved to approve the staff salary schedule totaling \$544,000.00 for the 2017 – 2018 budget (see attached). R. Scott Smith seconded. The motion was adopted.
- b. Susan Collver moved to approve the revised 17.0 Health – Retirement Policy (see attached). Patricia Samarco seconded. The motion was adopted.
- c. R. Scott Smith moved to approve the payment of \$140.00 from the Dunham Endowment account for 2 board members and 2 employees to attend the Mid York Library System Annual Meeting & Dinner on October 5, 2017 at the View Arts Center located in Old Forge, New York. Susana Tuttle seconded. The motion was adopted.

ANNOUNCEMENTS: None

COMMENTS from the PUBLIC: None

EXECUTIVE SESSION: None

ADJOURNMENT: R. Scott Smith moved to adjourn the meeting. Susan Collver seconded. The meeting was adjourned at 7:03. PM.

Next meeting will be on Tuesday, October 10, 2017 at 6:00 PM.

Respectively Submitted,

Patricia Samarco, Recording Secretary

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS
August 9, 2017 to September 12, 2017

Claims Dated: August 9, 2017 - October 1, 2017

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
798	8/9/2017	2579181	Allstate	5200 Health	35.56	\$71.12	6841	
799	8/11/2017	Sep 20, 2017	Genesee Ted Band	5400 Library Materials	375.00	\$375.00	6840	
800	8/14/2017	ADULT PROGRAMMING	Rosemary Manley	5400 Library Materials	15.84	\$15.84	6839	
801	8/14/2017	61463	Steffen Print & Deslgn	7300 Public Relations & Printing	111.80	\$111.80	6838	
802	8/14/2017	100837606	Utica National Insurance Group	6600 Insurance	14,293.22	\$14,293.22	6809	X
803	8/16/2017	0035571	Mid-York Library System	5400 Library Materials	190.04			
				6700 Office & Library Supplies	152.25			
				4400 Additional Revenue	-44.44			
				6600 Insurance	133.52			
				7400 Computer / Software	438.75			
				4300 Library Fines	-22.84	\$13,946.72	6837	
804	8/16/2017	YA PROGRAMMING	Stephanie Markham	5400 Library Materials	35.26	\$107.36	6836	
805	8/17/2017	144907	Catskill Water	6700 Office & Library Supplies	64.80	\$64.80	6835	
806	8/17/2017	1498361	Center Point Large Print	5400 Library Materials	23.37	\$23.37	6834	
807	8/17/2017	433054	Jay-K	6100 Building & Maintenance	18.83	\$18.83	6833	
808	8/17/2017	Payroll 8/18/2017	WCS Trust & Agency Fund	5000 Salaries & Wages	18,606.85			
				5100 Social Security & Medicare	1,411.41			
				6600 Insurance	-27.60			
				5200 Health	-1,322.37	\$18,668.29	6808	X
809	8/24/2017	936846	Grey House Publishing	5400 Library Materials	209.50	\$209.50	6832	
810	8/24/2017	59549-83106	National Grid	6400 Electricity	691.94	\$720.49	6810	X
811	8/24/2017	38749-80107	National Grid	6200 Fuel	28.55	\$720.49	6810	X
812	8/28/2017	4237840	Constellation	6400 Electricity	691.82	\$691.82	EFT	X
813	8/29/2017	724324	Affac	5200 Health	342.16	\$342.16	6831	
814	8/30/2017	#26, 26	Reynolds Hardware	6100 Building & Maintance	43.98	\$43.98	6830	
815	8/31/2017	PRINTER	Charlene Reese	6700 Office & Library Materials	23.00	\$23.00	6829	
816	8/31/2017	31801	Mohawk Valley Cash REGISTER CO	6100 Building & Maintance	246.60	\$441.60	6828	
817	8/31/2017	2757	Key Bank - April Bliss	5400 Library Materials	897.17			
				7400 Computer / Software	200.14			
				6700 Office & Library Matierals	37.91	\$1,135.22	6827	
818	8/31/2017	0434	Key Bank - Sharon	6700 Office & Library Materiasl	54.82			
				5400 Library Materials	45.89	\$100.71	6826	
819	8/31/2017	41133	TCN Inc	6500 Telephone	78.07	\$78.07	6825	
820	8/31/2017	Payroll 9/1/17	WCS Trust & Agency Fund	5000 Salaries & Wages	18,538.73			
				5100 Social Security & Medicare	1,405.67			
				5200 Health	-188.86			
				6600 Insurance	-27.60	\$19,727.94	6811	X
821	9/1/2017	2579237	Allstate	5200 Health	35.56	\$71.12	6841	
822	9/1/2017	0035579	Mid-York Library System	5200 Health	13,099.44	\$13,946.72	6837	
823	9/1/2017	8/24/17	RE Stevener Heating Inc	6100 Building & Maintance	244.50	\$396.50	6824	
824	9/1/2017	8/29/17	RE Stevener Heating Inc	6100 Building & Maintance	152.00	\$396.50	6824	
825	9/5/2017	7801	Alesia & Crewell Architects PC	6090 Capital Project Expenses	1,480.00	\$1,480.00	6823	
826	9/6/2017	8/15/2017	Amber Verser	5400 Library Materials	400.00	\$400.00	6822	

827	9/6/2017	70508122	Kaeser & Blair Incorporated	6700 Office & Library Materials	105.69	\$105.69	6821	
828	9/6/2017	JUV PROGRAMMING	Stephanie Markham	5400 Library Materials	72.10	\$107.36	6836	
829	9/7/2017	991258	CLRC	7000 Conferences / Workshop	25.00	\$25.00	6820	
830	9/7/2017	4713136	WT.COX	5400 Library Materials	18.80	\$84.56	6819	
831	9/8/2017	4713143	WT.Cox	5400 Library Materials	65.79	\$84.56	6819	
832	9/9/2017	6209759348	G & K Services	6100 Building & Maintance	41.02	\$41.02	6818	
833	9/9/2017	63564500917	Northland Communications	6500 Telephone	141.78	\$141.78	6817	
834	9/11/2017	PETTY CASH	Herman Mosher	5400 Library Materials	92.75			
				6100 Building & Maintance	70.00	\$162.75	7797	
835	9/11/2017	August Mileage	Herman Mosher	7000 Conferences / Workshop	26.64	\$26.64	6816	
836	9/12/2017	SUMMER INTERN 2017	Isha Smith-Ramakrishnan	5400 Library Materials	500.00	\$500.00	6815	
837	9/12/2017	SUMMER INTERN 2017	Rachel Williams	5400 Library Materials	500.00	\$500.00	6814	
838	9/12/2017	JUN-AUG 2017	New York State Tax Department	4400 Additional Revenue	259.52	\$259.52	EFT	
839	7/18/2017	99338564	Ingram	5400 Library Mateials	24.96	\$2,279.34	6847	
840	7/27/2017	99482585	Ingram	5400 Library Materials	20.29	\$2,279.34	6847	
841	8/1/2017	99543894	ingram	5400 Library Materials	46.84	\$2,279.34	6847	
842	8/3/2017	99584279	Ingram	5400 Library Mateials	57.75	\$2,279.34	6847	
843	8/3/2017	99584280	Ingram	5400 Library Mateials	58.85	\$2,279.34	6847	
844	8/8/2017	99653306	Ingram	5400 Library Mateials	46.49	\$2,279.34	6847	
845	8/8/2017	99653307	Ingram	5400 Library Mateials	11.39	\$2,279.34	6847	
846	8/8/2017	99658091	Ingram	5400 Library Mateials	47.37	\$2,279.34	6847	
847	8/10/2017	99702760	Ingram	5400 Library Mateials	19.25	\$2,279.34	6847	
848	8/10/2017	99702761	Ingram	5400 Library Mateials	17.00	\$2,279.34	6847	
849	8/10/2017	99707117	Ingram	5400 Library Mateials	29.96	\$2,279.34	6847	
850	8/11/2017	99733984	Ingram	5400 Library Mateials	52.23	\$2,279.34	6847	
851	8/14/2017	99754091	Ingram	5400 Library Mateials	32.02	\$2,279.34	6847	
852	8/15/2017	99772786	Ingram	5400 Library Mateials	123.51	\$2,279.34	6847	
853	8/16/2017	99801824	Ingram	5400 Library Mateials	305.83	\$2,279.34	6847	
854	8/16/2017	99801825	Ingram	5400 Library Mateials	123.24	\$2,279.34	6847	
855	8/16/2017	99805917	Ingram	5400 Library Mateials	11.94	\$2,279.34	6847	
856	8/17/2017	99830165	Ingram	5400 Library Mateials	31.49	\$2,279.34	6847	
857	8/18/2017	99858710	Ingram	5400 Library Mateials	109.54	\$2,279.34	6847	
858	8/18/2017	99846638	Ingram	5400 Library Mateials	204.17	\$2,279.34	6847	
859	8/21/2017	99878088	Ingram	5400 Library Mateials	15.05	\$2,279.34	6847	
860	8/23/2017	99938692	Ingram	5400 Library Mateials	57.00	\$2,279.34	6847	
861	8/23/2017	99938693	Ingram	5400 Library Mateials	11.37	\$2,279.34	6847	
862	8/23/2017	99938694	Ingram	5400 Library Mateials	19.70	\$2,279.34	6847	
863	8/24/2017	99968450	Ingram	5400 Library Mateials	39.11	\$2,279.34	6847	
864	8/25/2017	30006900	Ingram	5400 Library Mateials	34.67	\$2,279.34	6847	
865	8/25/2017	30006899	Ingram	5400 Library Mateials	66.59	\$2,279.34	6847	
866	8/27/2017	30016550	Ingram	5400 Library Mateials	76.97	\$2,279.34	6847	
867	8/28/2017	30034487	Ingram	5400 Library Mateials	33.21	\$2,279.34	6847	
868	8/29/2017	30056955	Ingram	5400 Library Mateials	23.33	\$2,279.34	6847	
869	8/29/2017	30073827	Ingram	5400 Library Mateials	29.39	\$2,279.34	6847	
870	8/30/2017	30095418	Ingram	5400 Library Mateials	59.13	\$2,279.34	6847	
871	8/30/2017	30095419	Ingram	5400 Library Mateials	22.23	\$2,279.34	6847	
872	8/31/2017	30131242	Ingram	5400 Library Mateials	13.29	\$2,279.34	6847	
873	8/31/2017	30131241	Ingram	5400 Library Mateials	43.98	\$2,279.34	6847	
874	9/1/2017	30163039	Ingram	5400 Library Mateials	11.94	\$2,279.34	6847	

875	9/6/2017	30222433	Ingram	5400 Library Materials	123.42	\$2,279.34	6847	
876	9/6/2017	30222434	Ingram	5400 Library Materials	54.63	\$2,279.34	6847	
877	9/6/2017	30234869	Ingram	5400 Library Materials	144.84	\$2,279.34	6847	
878	9/6/2017	30234870	Ingram	5400 Library Materials	25.37	\$2,279.34	6847	
1	10/1/2017	OCT 4	Piyanart Moore	5400 Library Materials	30.00			
2	10/1/2017	OCT 11	Piyanart Moore	5400 Library Materials	30.00			
3	10/1/2017	OCT 18	Piyanart Moore	5400 Library Materials	30.00			
4	10/1/2017	OCT 25	Piyanart Moore	5400 Library Materials	30.00			
5	10/1/2017	NOV 1	Piyanart Moore	5400 Library Materials	30.00			
6	10/1/2017	NOV 8	Piyanart Moore	5400 Library Materials	30.00			
7	10/1/2017	SMA 2017-2018	Mohawk Valley Cash Register Co	6100 Building & Maintance	195.00			
				TOTAL CLAIMS	77,793.67			

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

9-12-17 and approved claims totaling \$ 77,793.67

Patricia Samaras Board Secretary or Trustee 9-12-17 Date

17.0 HEALTH – RETIREMENT POLICY

17.1 Full time employees retiring from the library with a minimum of ten accumulative years of service can voluntarily continue health, vision and dental insurance through the library.

17.2 The library agrees to pay fifty percent (50%) of the full cost of the premium for individuals only. The library will not pay for family coverage of health, vision or dental insurance.

FISCAL YEAR 2016 - 2017 -- September 12, 2017 Board Meeting

Resolution:

Transfer funds between line items according to the following:

\$100.00	from	MISCELLANEOUS
\$100.00	to	PUBLIC RELATIONS & PRINTING

Director's Report
Board of Trustees – Dunham Public Library
For September 12, 2017 Board Meeting

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

- *DPL Walking Club*, Tuesdays at 8:30 AM and Wednesday at 6:00
- *DPL Genealogy Group*, Saturday, September 16th 10:00-12:00
- *Genesee Ted Band*, Wednesday, September 20th 6:30-7:30
- *Adulting 102*, 2nd and 4th Tuesdays starting September 12th 5:00-7:00
- *Back to School Craft* Friday, September 15th 4:00-5:00
- *DIY Teen Craft* Saturdays starting Saturday, September 16th 2:00-3:00
- *Curiosity Day with Curious George* Saturday, September 16th 2:30-3:30
- *YA Film and Book Group* 1st and 3rd Tuesday of each month 5:00-7:00
- *American Red Cross Blood Drive*, Friday, October 6th 11:00-6:00
- See <http://www.whitesborolibrary.org/> for full list of programs

Personnel and Human Resources

Director and staff meetings:

Rotary, Info Staff/Clerical/Collection Development, &
Booktique/ Book sale Meetings

April used 4 vacation days and 3 sick days

Meeting highlights:

- Dolly Parton Imagination Library Meeting at Ilion Library, August 9th
- The Zen of Grantseeking: Establishing a Solid Grants Program webinar, August 15th
- Central Library Resources Council Board Meeting, August 23rd
- Meeting with Julia Heller regarding Synology (Library's file server) clean up, August 24th
- Literacy Coalition Meeting, August 25th
- Meeting with Andrew Alesia regard Library master plan, August 25th
- Many DPL Staff were involved in moving the Circulation desk to face the door and hydroponic table to the back of the library, August 31st
- Literacy Coalition Meeting, September 7th
- Meeting with Herm Mosher and a representative from Big Apple regarding a camera security system quote, September 1st.
- Meetings with Jenee Gerardo regarding hiring a new Page. We have shifted responsibility of current staff leaving a vacancy for a Page.
- Multiple emails and phone calls regarding quotes and uploading of information into the NYS Construction Grant portal and revisions

Items for Board Discussion

- The Library master plan
- Library construction grant