

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes for October 10, 2017

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

CALL TO ORDER: Director Bliss called the meeting to order at 6:12 PM. She presented the Slate of Trustees for 2017 -2018.

President: Susan Collver

Vice President: Sally Swierczek

Secretary: Patricia Samarco

Patricia Samarco moved to accept the Slate of Officers as presented by Director Bliss. Susana Tuttle seconded. The motion was adopted.

PUBLIC COMMENTS: None

DISPOSITION OF MINUTES: Susan Collver moved to accept the September 12, 2017 minutes. Susana Tuttle seconded. The motion was adopted.

PRESIDENT'S REPORT: None.

FINANCIAL REPORT:

- a. Susan Collver moved to accept the abstract of claims dated from September 12, 2017 through October 10, 2017 totaling \$65,181.26. Patricia Samarco seconded. The motion was adopted.
- b. Susan Collver moved to accept the resolution to transfer funds of \$770.00 from Electricity to Insurance and \$55.00 from Office Library Supplies to Public Relations & Printing. Susana Tuttle 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 accept the 2018 – 2019 Tax Cap Override Resolution (see attached). Susana Tuttle seconded. The motion was adopted.
- b. Susan Collver moved to close the library on Friday, February 2, 2018 for a Professional Development Day for the library staff. R. Scott Smith seconded. The motion was adopted.
- c. R. Scott Smith moved to hire D'Arcangelo & Co. (based on the results of the RFP for auditors) to be the library auditors for September 30, 2017, 2018, 2019. Patricia Samarco seconded. The motion was adopted.

ANNOUNCEMENTS: None

COMMENTS from the PUBLIC: None

EXECUTIVE SESSION: None

ADJOURNMENT: Susan Collver moved to adjourn the meeting. Susana Tuttle seconded. The meeting was adjourned at 7:26 PM.

Next meeting will be on Tuesday, November 14, 2017 at 6:00 PM.

Respectively Submitted,

Patricia Samarco, Recording Secretary

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS
 September 13, 2017 to October 10, 2017

Claims Dated: September 12, 2017 to October 9, 2017

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
879	9/12/17	0035632-IN	Mid York Library System	5400 Library Materials 6700 Office & Library Supplies 4300 Library Fines	216.54 23.85 -14.47	\$13,325.36	6856	
880	9/14/2017	146170	Catskills Spring Water	6700 Office & Library Supplies	43.20	\$43.20	6857	
881	9/14/2017	1510073	Center Point Large Print	5400 Library Materials	23.37	\$23.37	6858	
882	9/14/2017	Payroll 09/15/2017	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 6600 Insurance 5200 Health	18,476.71 1,400.90 -27.60 -1,322.37	\$18,527.64	6850	X
883	9/22/2017	141478	Sacco's Locksmith Co Inc	6100 Building & Maintenance	30.00	\$30.00	6860	
884	9/22/2017	September 2017 Cleaning Services	Mark Suppa	6100 Building & Maintenance	145.60	\$145.60	6859	
885	9/23/2017	38749-80107	National Grid	6200 Gas (heat)	28.55	\$588.50	6853	X
886	9/23/2017	59549-83106	National Grid	6400 Electicty	559.95	\$588.50	6853	X
887	9/23/2017	75308-1	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	92.02	\$278.29	6861	
888	9/25/2017	9576293101	Constellation	6400 Electricity	471.86	\$471.86	6855	X
889	9/25/2017	11737 5	General Security	6100 Building & Maintenance	110.00	\$110.00	6862	
890	9/25/2017	0035638	Mid York Library System	5200 Health	13,099.44	\$13,325.36	6856	
891	9/25/2017	75308	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	141.93	\$278.29	6861	
892	9/25/2017	75308-2	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	44.34	\$278.29	6861	
893	9/27/2017	Payroll 09/29/2017	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 6600 Insurance 5200 Health	18,058.00 1,368.86 -27.60 -1,322.37	\$18,076.89	6854	X
894	9/28/2017	747456	Aflac	5200 Health	513.24	\$513.24	6864	
895	9/28/2017	000030474	Mohawk Valley Water Authority	6300 Water	268.83	\$268.83	6865	
896	9/28/2017	3342	Key Bank - April Bliss	7500 Miscellaneous / Prime 6700 Office & Library Materials 7400 Computer / Software 7000 Conferences / Workshops 5400 Library Materials	99.00 40.60 -56.17 686.00 1,481.51	\$2,250.94	6880	
897	9/28/2017	5715	Key Bank - Sharon Trodier	6800 Petty Cash / Postage 5400 Library Materials	150.00 225.77	\$375.77	6882	
898	9/29/2017	7821	Alesia & Crewell Architects PC	6090 Capital Project	1,480.00	\$1,480.00	6866	
899	9/30/2017	N2579	Allstate	5200 Health	35.56	\$35.56	6867	
900	9/30/2017	TCN42067	TCN Inc	6500 Telephone	102.33	\$102.33	6868	
901	9/7/2017	30262962	Ingram	5400 Library Materials	38.49	\$1,669.24	6869	
902	9/8/2017	30298896	Ingram	5400 Library Materials	125.85	\$1,669.24	6869	
903	9/10/2017	30306452	Ingram	5400 Library Materials	25.16	\$1,669.24	6869	
904	9/12/2017	30340919	Ingram	5400 Library Materials	52.84	\$1,669.24	6869	
905	9/12/2017	30340920	Ingram	5400 Library Materials	17.55	\$1,669.24	6869	
906	9/12/2017	30346960	Ingram	5400 Library Materials	63.21	\$1,669.24	6869	
907	9/13/2017	30374232	Ingram	5400 Library Materials	60.68	\$1,669.24	6869	
908	9/13/2017	30374233	Ingram	5400 Library Materials	493.07	\$1,669.24	6869	
909	9/13/2017	30374234	Ingram	5400 Library Materials	117.96	\$1,669.24	6869	
910	9/14/2017	30395696	Ingram	5400 Library Materials	60.48	\$1,669.24	6869	
911	9/14/2017	30395697	Ingram	5400 Library Materials	92.59	\$1,669.24	6869	
912	9/14/2017	30395698	Ingram	5400 Library Materials	22.43	\$1,669.24	6869	
913	9/14/2017	30400661	Ingram	5400 Library Materials	121.22	\$1,669.24	6869	
914	9/15/2017	30416779	Ingram	5400 Library Materials	98.14	\$1,669.24	6869	
915	9/17/2017	30433749	Ingram	5400 Library Materials	25.89			
916	9/18/2017	30448631	Ingram	5400 Library Materials	62.54	\$1,669.24	6869	
917	9/19/2017	30478125	Ingram	5400 Library Materials	-3.00	\$1,669.24	6869	

FISCAL YEAR 2016 - 2017 -- October 10, 2017 Board Meeting

Resolution:

Transfer funds between line items according to the following:

\$770.00	from	ELECTRICITY
\$770.00	to	INSURANCE
\$ 55.00	from	OFFICE & LIBRARY SUPPLIES
\$ 55.00	to	PUBLIC RELATIONS & PRINTING

**Director's Report
Board of Trustees – Dunham Public Library
For October 10, 2017 Board Meeting**

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

- Chair Yoga with Noi Moore, October 4th 5:30-6:30 is the first class in a 6 week course
- *Very Superstitious* - October 13th look at superstitions around the world
- *Know Your Bones!* – October 14th with Jacq Rajchel the library's bone specialist
- *13 Days of Halloween Series* – Spooky events continues daily through Halloween
- Winter Market returns October 16th 2:00-6:00
- Sukkot Craft – October 7th 11:00-12:00
- Columbus Day craft – October 9th 3:00-4:00
- Adulting 102 series begins October 10th 5:00-7:00
- Life on the Erie Canal – October 17th 6:30-8:00
- Dunham Library's Halloween Party – October 28th 2:30
- See <http://www.whitesborolib.org/> for full list of programs

Personnel and Human Resources

Director and staff meetings: Rotary/Info Staff/Clerical/Collection Development/Building Survey/Booktique Meetings

April used 1 day and 4.5 hours of vacation

Meeting highlights:

- Literacy Coalition Steering Committee meeting, September 14th
- Central Library Resources Council Open House and Welcome new director Marc Wildman, September 15th
- Evaluations completed on September 15th
- Post Summer Programming meeting, September 18th
- Director Advisory Council and Tax Cap Meeting, September 20th
- Community Foundation Business After Hours, September 20th
- Paid Family Leave workshop, September 21st
- Dolly Parton Imagination Library Meeting at Ilion Library, September 21st
- CNY Arts grant planning meeting at UPL, September 26th
- Strategically Communicate value to build community engagement webinar, September 28th
- Literacy Coalition Meeting, September 22nd
- Mid York Annual Meeting, October 5th

Items for Board Discussion

- Auditor selection
- Paid Family Leave

Items to Announce

- The Library has received \$96,177 or 35.49% for the North-west entrance from the NYS Construction Grant through Mid York Library System. There may be more grant money available from other library systems.

2018-2019 Tax Cap Override Resolution

Whereas, the adoption of the 2018-2019 budget for Dunham Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011;

And Whereas, General Municipal Law Section 3-c expressly permits the Library Board to override the tax levy limit by resolution approved by vote of sixty percent of qualified board members;

Now therefore be it resolved, that on October 10, 2017 the Board of Trustees of Dunham Public Library voted and approved to exceed the tax levy limit for the 2018-2019, by at least sixty percent of the board of trustees as required by state law.