

**DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes of January 9, 2018**

**PRESENT:** (Susan Colver – absent), Patricia Samarco, R. Scott Smith, Sally Swierczek – arrived after meeting began, Susana Tuttle

**CALL TO ORDER:** Secretary Patricia Samarco called the meeting to order at 6:07 PM.

**DISCUSSION with the PUBLIC:** None

**DISPOSITION OF MINUTES:** Susana Tuttle moved to accept the December 12, 2017 minutes. Patricia Samarco seconded. The motion was adopted.

**PRESIDENT'S REPORT:** None

**FINANCIAL REPORT:**

R. Scott Smith moved to accept the abstract of claims dated December 12, 2017 through January 9, 2018 totaling \$73,180.46. Patricia Samarco seconded. The motion was adopted.

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

**OLD BUSINESS:** None

**NEW BUSINESS:** None.

**ANNOUNCEMENTS:** None

**COMMUNICATIONS:** None

**DISCUSSION with the PUBLIC:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Susana Tuttle moved to adjourn the meeting. R. Scott Smith seconded. The meeting was adjourned at 6:30 PM.

Next meeting will be on Tuesday, February 13, 2018 at 6:00 PM.

Respectively Submitted,

Patricia Samarco, Recording Secretary

**DUNHAM PUBLIC LIBRARY**  
**ABSTRACT OF CLAIMS**  
**December 12, 2017 - January 9, 2018**

Claims Dated: December 6, 2017 - January 9, 2018

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
195	12/12/2017	0035817-IN	Mid-York Library System	6700 Office & Library Supplies 5400 Library Materials 4300 Library Fines	68.40 657.21 -29.29	\$13,795.76	6974	
196	12/12/2017	00358263-IN	Mid-York Library System	5200 Health	13,099.44	\$13,795.76	6974	
197	12/15/2017	30A 108	MVWA	6300 Water	354.16	\$354.16	6970	X
198	12/18/2017	6498	iTech Associates	6100 Building & Maintenance	495.00	\$495.00	6975	
199	12/20/2017	N2579	Allstate	5200 Health	35.56	\$35.56	6976	
200	12/20/2017	00324281	Guardian	5200 Health	3,041.10	\$3,041.10	6977	
201	12/21/2017	NBT05578118	Otis	6100 Building & Maintenance	2,800.05	\$2,800.05	6978	
	12/21/2017	Payroll 12/22/17	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	19,916.85 1,511.09 -1,322.37 -30.00	\$20,075.57	6969	X
202	12/22/2017	000657362	J.D. Power	5400 Library Materials	125.00	\$125.00	6979	
203	12/22/2017	2018 MEMBERSHIP	Library Trustee Association	7000 Conferences / Workshop	225.00	\$225.00	6980	
204	12/27/2017	10693053201	Constellation	6400 Electricity	584.09	\$584.09	6972	X
205	12/27/2017	136870A	General Security	6100 Building & Maintenance	80.70	\$80.70	6981	
206	12/27/2017	59549-83106	National Grid	6400 Electricity	456.62	\$965.06	6971	X
207	12/27/2017	38749-80107	National Grid	6200 Fuel (Gas Heat)	508.44	\$965.06	6971	x
208	12/27/2017	7867	Alesia & Crewell Architects P.C.	6090 Capital Project Expenses	925.00	\$925.00	6982	
209	12/27/2017	5715/0434	Key Bank - Sharon Trodler	6700 Office & Library Supplies 5400 Library Materials	145.25 1.75	\$147.00	6983	
210	12/27/2017	3342/2757	Key Bank - April Bliss	5400 Library Materials 6700 Office & Library Materials 6100 Building & Maintenance 7400 Computer Software	693.69 127.53 95.92 217.49	\$1,134.63	6993	
211	12/29/2017	10783	Abdo Security & Automation	6090 Capital Project Expenses	4,250.00	\$4,250.00	6984	
212	12/29/2017	Chair Yoga 1/10/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	6985	
213	12/29/2017	Chair Yoga 1/17/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	6994	
214	12/29/2017	Chair Yoga 1/24/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	6995	
215	12/29/2017	Chair Yoga 1/31/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	6996	
216	12/29/2017	Chair Yoga 2/7/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	6997	
217	12/29/2017	Chair Yoga 2/14/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	6998	
218	1/3/2018	Payroll 01/05/2018	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	20,216.00 1,533.98 -1,322.37 -27.60	\$20,400.01	6973	X
219	1/8/2018	63564500118	Northland Communication	6500 Telephone	140.58	\$140.58	6986	
220	1/8/2018	1158 (December 2017)	Central Property Maintenance	6100 Building & Maintenance	652.87	\$652.87	6987	
221	1/8/2018	Petty Cash December 2017	Herman Mosher	6100 Building & Maintenance 5400 Library Materials	30.00 78.00	\$108.00	7000	
222	1/8/2018	December 2017 Mileage	Herman Mosher	7000 Conferences / Workshop	23.65	\$23.65	6988	
223	1/9/2018	816570	Affac	5200 Health	342.16	\$342.16	6989	
224	1/9/2018	TCN45010	TCN Inc	6500 Telephone	102.13	\$102.13	6990	
225	1/9/2018	12384	Greater Utica Chamber of Commerce	7000 Conferences / Workshop	330.75	\$330.75	6991	
226	1/9/2018	6209802316	G&K Services	6100 Building & Maintenance	41.58	\$41.58	6992	
227	12/6/2017	31846980	Ingram	5400 Library Materials	69.27	\$1,825.05	6999	
228	12/12/2017	31987498	Ingram	5400 Library Materials	22.85	\$1,825.05	6999	
229	12/13/2017	32031623	Ingram	5400 Library Materials	110.37	\$1,825.05	6999	
230	12/14/2017	32065960	Ingram	5400 Library Materials	113.73	\$1,825.05	6999	
231	12/14/2017	32075637	Ingram	5400 Library Materials	24.49	\$1,825.05	6999	
232	12/19/2017	32185535	Ingram	5400 Library Materials	615.46	\$1,825.05	6999	
233	12/19/2017	32185536	Ingram	5400 Library Materials	86.56	\$1,825.05	6999	



**Director's Report  
Board of Trustees – Dunham Public Library  
For January 9, 2018 Board Meeting**

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

- Open Mic Night: January 20<sup>th</sup>; 4:30-5:30
- Teen DIY: Watercolor Coasters: Wednesday, January 27; 2:00-3:00
- AARP Tax Preparation: Tuesday, February 6; 9:00-1:00
- DPL Walking Club Tuesdays and Wednesdays: 8:30-9:00
- Chair Yoga with Noi Moor: Wednesdays 5:30-6:30
- Kids' Yoga with Sara Miller: Fridays 10:30-11:30
- So much more, see <http://www.whitesborolibrary.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 3 days and 4 hours vacation and 2 days sick

Meeting highlights:

- CLRC Board meetings, December 13<sup>th</sup>
- School Librarians Meeting, December 13<sup>th</sup>
- Literacy Coalition Steering Committee Meeting, December 15<sup>th</sup>
- Reconfiguration of the desk at main entrance meeting w/staff, December 28<sup>th</sup>
- Security Camera meeting, December 29<sup>th</sup>

**Items for Board Discussion**

**Items to Announce**

- Jacquelyn Rajchel, part time library assistant, has accepted a position in Seattle, Washington. Her last day was December 29, 2018. We will be filling her position by expanding the hours of the other library assistants.
- The desk at the main entrance can be disassembled and reassembled in a more open configuration. We will also be moving a few shelves. The staff will be working on this in the coming weeks. We are trying to simulate the architectural drawings to create the "feel" of the future floor plan.