

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of May 8, 2018

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

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

PUBLIC COMMENTS: None

DISPOSITION OF MINUTES: Susan Collver moved to accept the April 10, 2018 minutes. R. Scott Smith seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT: The board unanimously approved the abstract of claims dated April 11 to May 8, 2018 totaling \$83,132.98. (See attached).

DIRECTOR'S REPORT: (See attached).

NEW BUSINESS: Susan Collver moved to create a full time cleaner position. R. Scott Smith seconded. The board unanimously approved. The board authorized a donation of \$25 each to the Whitesboro Police Department and the Whitesboro Fire Department for their annual fund drive.

ADJOURNMENT: Susan Collver moved to adjourn the meeting at 6:51 p.m. Susana Tuttle seconded. The meeting was adjourned.

Next meeting will be held Tuesday, June 12, 2018, at 6 p.m.

DUNHAM PUBLIC LIBRARY
 ABSTRACT OF CLAIMS
 April 11, 2018 - May 8, 2018

Claims Dated: 4/11/2018 - 5/8/2018

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
514	4/11/2018	44401420418	Northland Communications	6100 Building & Maintenance	975.24	\$1,265.40	7127	
515	4/11/2018	63564500418	Northland Communications	6500 Telephone	146.53	\$1,265.40	7127	
516	4/11/2018	Chair Yoga 5/16	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7125	
517	4/11/2018	Chair Yoga 5/23	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7128	
518	4/11/2018	Chair Yoga 5/30	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7152	
519	4/12/2018	N2579	Allstate Benefits	5200 Health	0.00	\$0.00	N/A	
520	4/12/2018	161479	Catskill Spring Water	6700 Office & Library Supplies	43.20	\$43.20	7129	
521	4/12/2018	Payroll 4/13/18	WCS Trust & Agency Fund	5000 Salaries & Wages	20,564.23			
				5100 Social Security & Medicare	1,548.09			
				6600 Insurance	-28.80			
				5200 Helth	-1,554.81	\$20,528.71	7120	X
522	4/13/2018	1571757	Center Point Large Print	5400 Library Materials	23.37	\$23.37	7130	
523	4/13/2018	76246-1	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	60.33	\$120.66	7131	
524	4/16/2018	0036066-IN	Mid-York Library System	5400 Library Materials	253.91			
				7400 Computer / Software	129.99	\$13,477.66	7132	
525	4/18/2018	1271	Central Property Maintenance	6100 Building & Maintenance	770.00	\$770.00	7153	
526	4/18/2018	0539562-IN	Penworthy	5400 Library Materials	994.28	\$994.25	7154	
527	4/19/2018	6621	iTech Associates	6100 Building & Maintenance	1,442.00	\$1,442.00	7155	
528	4/20/2018	2052524	WT.Cox	5400 Library Materials	5,638.94	\$5,638.94	7133	
529	4/21/2018	76246-2	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	60.33	\$120.66	7131	
530	4/21/2018	8000-9090-1016-9790	Pitney Bowes	6800 Postage	100.00	\$100.00	EFT	
531	4/23/2018	3291A	Allied Heating & Air	6100 Building & Maintenance	500.00	\$500.00	7134	
532	4/23/2018	3291B	Allied Heating & Air	6100 Building & Maintenance	3,400.00	\$3,400.00	7151	
533	4/23/2018	11346160801	Constellation	6400 Electricity	515.90	\$515.90	7122	X
534	4/23/2018	6628	iTech Associates	7400 Computers / Software	690.00	\$690.00	7135	
535	4/23/2018	38749-80107	National Grid	6200 Fuel (Gas Heat)	723.03	\$1,155.63	7123	X
536	4/23/2018	59549-83106	National Grid	6400 Electricity	432.60	\$1,155.63	7123	X
537	4/24/2018	4005382363	Cintas	6100 Building & Maintenance	40.80	\$40.80	7136	
538	4/26/2018	Payroll 4/27/18	WCS Trust & Agency Fund	5000 Salaries & Wages	19,786.99			
				5100 Social Security & Medicare	1,501.03			
				6600 Insurance	-27.60			
				5200 Helth	-1,049.17	\$20,211.25	7121	X
539	4/26/2018	5715	Key Bank - S.Trodler	7400 Computers / Software	540.00	\$540.00	7126	
540	4/26/2018	3342	Key Bank - A.Bliss	6100 Building & Maintenance	144.75			
				1200 Suspense	9.25			
				5400 Library Materials	971.12			
				6700 Office & Library Supplies	150.35			
				7000 Conference / Workshops	28.75			
				Equipment & Furniture	82.67	\$1,386.89	7137	
541	4/27/2018	2018 NYS Disability	Wesco Insurance Company	6600 Insurance	1,207.00	\$1,207.00	7138	
542	4/30/2018	CNYEI-15839	CNY Elevator	6100 Building & Maintenance	200.00	\$200.00	7139	
543	4/30/2018	TCN48946	TCN, INC.	6500 Telephone	83.83	\$83.83	7140	
544	4/30/2018	E4930160	The Paul Revere Life Insurance Company	5200 Health	514.32	\$514.32	7141	
545	5/1/2018	908055	Aflac	5200 Health	165.98	\$165.98	7142	
546	5/2/2018	0036079-IN	Mid-York Library System	5200 Health	13,093.76	\$13,477.66	7132	
547	5/2/2018	7	Reynolds Hardware	6100 Building & Maintenance	3.99	\$3.99	7143	
548	5/2/2018	ARU0256244	Smart Apple Media	5400 Library Materials	355.02	\$355.02	7144	

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549	5/4/2018	N110548/S	Swish	6100 Building & Maintenance	3.00	\$3.00	7145
550	5/4/2018	7919	Alesia & Crewell Architects , P.C.	6090 Capital Project Expenses	4,576.00	\$4,576.00	7146
551	5/4/2018	Chair Yoga 6/6/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7156
552	5/4/2018	Chair Yoga 6/13/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7158
553	5/4/2018	Chair Yoga 6/20/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7159
554	5/4/2018	Chair Yoga 6/27/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7157
555	5/7/2018	20677	Mohawk Valley Living	7300 Public Relations & Printing	59.00	\$59.00	7147
556	5/7/2018	63564500518	Northland Communications	6500 Telephone	143.63	\$1,265.40	7127
557	5/7/2018	Adult Programming	Rosemary Manley	5400 Library Materials	21.85	\$21.85	7148
558	5/8/2018	98005397447	Lowe's	6100 Building & Maintenance	99.40	\$99.40	7149
559	5/8/2018	Petty Cash	Herman Mosher	6100 Building & Maintenance	60.24		
				5400 Library Materials	85.50	\$145.74	7805
560	5/8/2018	April 2018 Mileage	Herman Mosher	7000 Conferences / Workshops	22.35	\$22.35	7150
561	4/5/2018	33998824	Ingram	5400 Library Materials	73.67	\$2,620.81	7124
562	4/6/2018	34015660	Ingram	5400 Library Materials	41.28	\$2,620.81	7124
563	4/6/2018	34026290	Ingram	5400 Library Materials	48.82	\$2,620.81	7124
564	4/6/2018	34026291	Ingram	5400 Library Materials	22.78	\$2,620.81	7124
565	4/6/2018	34026292	Ingram	5400 Library Materials	215.00	\$2,620.81	7124
566	4/10/2018	34061059	Ingram	5400 Library Materials	49.73	\$2,620.81	7124
567	4/10/2018	34061060	Ingram	5400 Library Materials	18.78	\$2,620.81	7124
568	4/10/2018	34067124	Ingram	5400 Library Materials	13.99	\$2,620.81	7124
569	4/11/2018	34086726	Ingram	5400 Library Materials	36.45	\$2,620.81	7124
570	4/11/2018	34090063	Ingram	5400 Library Materials	55.95	\$2,620.81	7124
571	4/12/2018	34108230	Ingram	5400 Library Materials	22.00	\$2,620.81	7124
572	4/12/2018	34108231	Ingram	5400 Library Materials	326.18	\$2,620.81	7124
573	4/12/2018	34108232	Ingram	5400 Library Materials	17.79	\$2,620.81	7124
574	4/12/2018	34108233	Ingram	5400 Library Materials	57.60	\$2,620.81	7124
575	4/12/2018	34112272	Ingram	5400 Library Materials	11.39	\$2,620.81	7124
576	4/13/2018	34126048	Ingram	5400 Library Materials	197.38	\$2,620.81	7124
577	4/13/2018	34135701	Ingram	5400 Library Materials	75.20	\$2,620.81	7124
578	4/16/2018	34157752	Ingram	5400 Library Materials	10.74	\$2,620.81	7124
579	4/17/2018	34172317	Ingram	5400 Library Materials	60.58	\$2,620.81	7124
580	4/17/2018	34172318	Ingram	5400 Library Materials	32.82	\$2,620.81	7124
581	4/18/2018	34196998	Ingram	5400 Library Materials	44.73	\$2,620.81	7124
582	4/18/2018	34196999	Ingram	5400 Library Materials	17.90	\$2,620.81	7124
583	4/19/2018	34219034	Ingram	5400 Library Materials	22.00	\$2,620.81	7124
584	4/19/2018	34219035	Ingram	5400 Library Materials	11.94	\$2,620.81	7124
585	4/19/2018	34219036	Ingram	5400 Library Materials	79.18	\$2,620.81	7124
586	4/19/2018	34223571	Ingram	5400 Library Materials	50.36	\$2,620.81	7124
587	4/20/2018	34250710	Ingram	5400 Library Materials	81.22	\$2,620.81	7124
588	4/20/2018	34250711	Ingram	5400 Library Materials	17.78	\$2,620.81	7124
589	4/23/2018	34273587	Ingram	5400 Library Materials	100.00	\$2,620.81	7124
590	4/24/2018	34289791	Ingram	5400 Library Materials	51.99	\$2,620.81	7124
591	4/24/2018	34295666	Ingram	5400 Library Materials	10.84	\$2,620.81	7124
592	4/26/2018	34340148	Ingram	5400 Library Materials	54.98	\$2,620.81	7124
593	4/26/2018	34340149	Ingram	5400 Library Materials	71.38	\$2,620.81	7124
594	4/26/2018	34344901	Ingram	5400 Library Materials	107.71	\$2,620.81	7124
595	4/27/2018	34359326	Ingram	5400 Library Materials	10.49	\$2,620.81	7124
596	4/27/2018	34359327	Ingram	5400 Library Materials	46.42	\$2,620.81	7124
597	4/27/2018	34368530	Ingram	5400 Library Materials	9.39	\$2,620.81	7124
598	5/1/2018	34408428	Ingram	5400 Library Materials	89.68	\$2,620.81	7124
599	5/2/2018	34433791	Ingram	5400 Library Materials	155.75	\$2,620.81	7124

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600	5/2/2018	34433792	Ingram	5400 Library Materials	71.91	\$2,620.81	7124	
601	5/4/2018	34486359	Ingram	5400 Library Materials	81.12	\$2,620.81	7124	
602	5/4/2018	34486360	Ingram	5400 Library Materials	45.91	\$2,620.81	7124	
					TOTAL CLAIMS	83,132.98		

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

5/8/2018 and approved claims totaling 83,132.98
Susan Maloney
 Board Secretary or Trustee Date 5/8/2018

Director's Report
Board of Trustees Meeting– Dunham Public Library
For May 8, 2018

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

- **Tuesday, May 15; 6:00 – 7:30 PM**
Medicare Made Clear
- **Friday, May 4, 11, and 25; 3:30-4:30 pm**
STEAMworks Ability Lab: Series
- 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 4 vacation days

Meeting highlights:

- Oneida County Librarian's Meeting at Jervis, April 11th
- Communications and Information Work Group (Community Assessment of Senior Needs of Herkimer and Oneida County) at the Community Foundation, April 17th
- Whitesboro Elementary School Family Fun Night, April 17th
- Research Institute for Public Libraries (RIPL) Conference at Mid York, April 18th and 19th RIPL dinner at Utica Public, April 18th
- Literacy Coalition Fundraiser at Barnes and Noble, April 19th
- A Look at Your Library: Smart Buildings & Space Metrics Webinar, April 25th
- Construction Grant Meeting at Mid York, April 25th
- Literacy Coalition meeting at the Community Foundation, April 27th
- ALA Task Force on Sustainability Online Forums - PLA Membership, April 26th
- BYOB(ook) Book Club Program at 16 Stone Brew Pub, 12 participants, April 27th
(The book club is a collaboration between 16 Stone Brew Pub, Holland Patent Library and Dunham Public Library)
- Meeting with Wanda Bruchis and Kim Rudwall regarding interviews for the DPL Young Adult/New Adult Librarian position, April 30th
- Space Planning for the 21st Century Library (CLRC) at DPL, May 2nd

Items for Board Discussion

- Whitesboro Fire Department Fund Drive

Items to Announce