

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of July 10, 2018

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

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

DISCUSSION with the PUBLIC: None

DISPOSITION OF MINUTES: Susan Collver moved to accept the June 10, 2018 minutes. Susana Tuttle seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT:

R. Scott Smith moved to accept the abstract of claims dated June 12, 2018 through July 10, 2018 totaling \$73,202.10. Susan Collver seconded. The motion was adopted.

DIRECTOR'S REPORT: {see attached}

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: None

COMMUNICATIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT: R. Scott Smith moved to adjourn the meeting. Patricia Samarco seconded. The meeting was adjourned at 6:20 PM.

Next meeting will be on Tuesday, August 7, 2018 at 6:00 PM.

Respectively Submitted,

Patricia Samarco, Recording Secretary

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS
 June 13, 2018 - July 10, 2018

Claims Dated: 6/7/18 -7/10/18

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
704	6/12/2018	SRP Puppets	Nancy Sander	5400 Libray Materials	600.00	\$600.00	7207	
705	6/13/2018	SRP Magician	David Moreland	5400 Library Materials	615.00	\$615.00	7208	
706	6/13/2018	SRP DDU	Didgeridoo Down Under	5400 Library Materials	900.00	\$900.00	7209	
707	6/13/2018	15079	Image Integrator LLC	6900 Equipment & Furniture	2,939.00	\$2,939.00	7210	
708	6/13/2018	Teen Film 7/17	Julia Heller	5400 Library Materials	50.00	\$200.00	7211	
709	6/13/2018	Teen Film 7/24	Julia Heller	5400 Library Materials	50.00	\$200.00	7237	
710	6/13/2018	Teen Film 7/31	Julia Heller	5400 Library Materials	50.00	\$200.00	7241	
711	6/13/2018	Teen Film 8/7	Julia Heller	5400 Library Materials	50.00	\$200.00	7244	
712	6/13/2018	Wasteland 7/17	Julia Heller	5400 Library Materials	150.00	\$200.00	7211	
713	6/13/2018	Wasteland 7/24	Julia Heller	5400 Library Materials	150.00	\$200.00	7237	
714	6/13/2018	Wasteland 7/31	Julia Heller	5400 Library Materials	150.00	\$200.00	7241	
715	6/13/2018	Wasteland 8/7	Julia Heller	5400 Library Materials	150.00	\$200.00	7244	
716	6/13/2018	Chair Yoga 7/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7238	
717	6/13/2018	Chair Yoga 7/25	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7242	
718	6/13/2018	Chair Yoga 8/1	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7245	
719	6/13/2018	Chair Yoga 8/8	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7212	
720	6/13/2018	Chair Yoga 8/15	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7246	
721	6/13/2018	Chair Yoga 8/22	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7247	
722	6/13/2018	Chair Yoga 8/29	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7248	
723	6/14/2018	166032	Catskill Spring Water	6700 Office & Library Supplies 5400 Library Materials	32.40 32.40	\$64.80	7213	
724	6/15/2018	Childrens Area	April Bliss	5400 Library Materials	114.89	\$114.89	7214	
725	6/15/2018	30474	Mohawk Valley Water Authority	6300 Water	321.94	\$321.94	7202	X
726	6/15/2018	840229	Specialty Store Services	6700 Office & Library Supplies	336.71	\$336.71	7215	
727	6/19/2018	4006864273	Cintas	6100 Building & Maintance	49.46	\$49.46	7216	
728	6/20/2018	Childrens Program Suppl	Charlene Reese	5400 Library Materials	40.25	\$40.25	7217	
729	6/21/2018	6683	Itech Associates	6100 Building & Maintance	625.00	\$625.00	7218	
730	6/21/2018	0036218-IN	Mid-York Library System	5200 Health	12,181.55	\$12,181.55	7219	
731	6/22/2018	8000-9090-1016-9790	Pitney Bowes	6800 Petty Cash / Postage	200.00	\$200.00	EFT	
732	6/22/2018	Payroll date 6/22/18	WCS Trust & Agency Fund	5000 Salaries 5100 Social Security & Medicare 6600 Insurance 5200 Health	19,402.07 1,465.40 -28.80 -1,355.19	\$19,483.48	7203	X
733	6/28/2018	7940	Alesia & Crewell Architects	6090 Capital Project Expenses	4,322.25	\$4,322.25	7220	
734	6/28/2018	916417	General Security	6100 Building & Maintenance	80.70	\$80.70	7221	
735	6/28/2018	324281	Guardian	5200 Health	3,041.10	\$3,041.10	EFT	
736	6/28/2018	2757	Key Bank - April	5400 Libray Materials 6100 Building & Maintenance 6900 Equipment & Furniture 6700 Office Supplies 1200 Supense	600.00 687.94 180.54 15.71 -96.89	\$1,387.30	7222	
737	6/28/2018	5715	Key Bank - Sharon T	5400 Library Materials	97.24	\$97.24	7239	
738	6/28/2018	83106	National Grid	6400 Electricity	636.32	\$666.16	7204	
739	6/28/2018	80107	National Grid	6200 Fuel (Gas Heat)	29.84	\$666.16	7204	X
740	6/28/2018	9	Penguin Technology	5400 Library Materials	200.00	\$200.00	7223	
741	6/28/2018	335167	The Library Store	6700 Office & Library Supplies	86.52	\$86.52	7224	

June 2018 - July 2018 Abstracts

742	6/28/2018	76582	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	203.04	\$333.94	7225
743	6/30/2018	Adult SRP	Rosemary Manley	5400 Library Materials	8.00	\$8.00	7252
744	6/30/2018	TCN50994	TCN Inc	6500 Telephone	92.63	\$92.63	7226
745	6/30/2018	76582-1	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	130.90	\$333.94	7225
746	7/2/2018	953901	Aflac	5200 Health	165.98	\$165.98	7227
747	7/2/2018	4930160	The Paul Revere Life Insurance	5200 Health	514.32	\$514.32	7228
748	7/2/2018	181780035157244	Direct Energy	6400 Electricity	514.36	\$514.36	7229
749	7/5/2018	7	Reynolds Hardware	6100 Building & Maintenance	12.97	\$12.97	7230
750	7/6/2018	SRP 7/16	Erin Telesca	5400 Library Materials	50.00	\$50.00	7231
751	7/6/2018	SRP 7/23	Erin Telesca	5400 Library Materials	50.00	\$50.00	7240
752	7/6/2018	SRP 7/30	Erin Telesca	5400 Library Materials	50.00	\$50.00	7243
753	7/6/2018	SRP 7/9	Klm Johnson-Fox	5400 Library Materials	50.00	\$50.00	7232
754	7/6/2018	Steamworks MAY	Richelle Maki	5400 Library Materials	100.00	\$100.00	7233
755	7/9/2018	Payroll 7/6/18	WCS Trust & Agency Fund	5000 Salaries & Wages	19,542.97		
				5100 Social Security & Medicare	1,475.15		
				5200 Health	-1,355.19		
				6600 Insurance	-27.60	\$19,363.33	
756	7/9/2018	63564500718	Northland Communication	6500 Telephone	141.08	\$141.08	7234
757	7/9/2018	SPR Adult	Rosemary Manley	5400 Library Materials	91.51	\$91.51	7235
758	7/10/2018	Petty Cash	Herman Mosher	5400 Library Materials	43.00		
				6100 Building & Maintenance	24.00	\$67.00	7808
759	7/10/2018	Mileage	Herman Mosher	7000 Conferences / Workshops	18.53	\$18.53	7236
760	7/10/2018	Mileage	Kimberly Rudwall	7000 Conferences / Workshops	7.30	\$7.30	7251
761	7/10/2018	Lost Book	Westmoreland Library	5400 Library Materials	15.00	\$15.00	7250
762	6/7/2018	34987664	Ingram	5400 Library Materials	24.75	\$1,920.80	7249
763	6/8/2018	35011508	Ingram	5400 Library Materials	17.35	\$1,920.80	7249
764	6/13/2018	35062825	Ingram	5400 Library Materials	82.38	\$1,920.80	7249
765	6/13/2018	35062826	Ingram	5400 Library Materials	31.81	\$1,920.80	7249
766	6/15/2018	35103519	Ingram	5400 Library Materials	24.58	\$1,920.80	7249
767	6/19/2018	35136294	Ingram	5400 Library Materials	99.58	\$1,920.80	7249
768	6/19/2018	35136295	Ingram	5400 Library Materials	31.29	\$1,920.80	7249
769	6/19/2018	35139613	Ingram	5400 Library Materials	94.46	\$1,920.80	7249
770	6/20/2018	35154560	Ingram	5400 Library Materials	433.15	\$1,920.80	7249
771	6/20/2018	35154561	Ingram	5400 Library Materials	144.67	\$1,920.80	7249
772	6/21/2018	35172177	Ingram	5400 Library Materials	98.98	\$1,920.80	7249
773	6/21/2018	35172178	Ingram	5400 Library Materials	48.19	\$1,920.80	7249
774	6/21/2018	35172179	Ingram	5400 Library Materials	64.68	\$1,920.80	7249
775	6/21/2018	35172180	Ingram	5400 Library Materials	9.19	\$1,920.80	7249
776	6/21/2018	35172181	Ingram	5400 Library Materials	25.48	\$1,920.80	7249
777	6/21/2018	35175886	Ingram	5400 Library Materials	121.89	\$1,920.80	7249
778	6/22/2018	35188939	Ingram	5400 Library Materials	29.18	\$1,920.80	7249
779	6/22/2018	35196351	Ingram	5400 Library Materials	15.05	\$1,920.80	7249
780	6/22/2018	35196352	Ingram	5400 Library Materials	32.51	\$1,920.80	7249
781	6/24/2018	35201903	Ingram	5400 Library Materials	89.70	\$1,920.80	7249
782	6/26/2018	35229052	Ingram	5400 Library Materials	32.47	\$1,920.80	7249
783	6/26/2018	35229053	Ingram	5400 Library Materials	31.74	\$1,920.80	7249
784	6/27/2018	35248846	Ingram	5400 Library Materials	69.23	\$1,920.80	7249
785	6/28/2018	35267839	Ingram	5400 Library Materials	59.28	\$1,920.80	7249
786	6/29/2018	35289569	Ingram	5400 Library Materials	134.85	\$1,920.80	7249
787	6/29/2018	35289570	Ingram	5400 Library Materials	24.84	\$1,920.80	7249

June 2018 - July 2018 Abstracts

788	6/29/2018	35289571	Ingram	5400 Library Materials	15.60	\$1,920.80	7249
789	6/29/2018	35289572	Ingram	5400 Library Materials	19.25	\$1,920.80	7249
790	7/3/2018	35317157	Ingram	5400 Library Materials	14.67	\$1,920.80	7249
				TOTAL CLAIMS		73,202.10	

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

7-10-18

and approved claims totaling \$73,202.10

Patricia Samaras

Board Secretary or Trustee

7-10-18

Date

Director's Report
Board of Trustees Meeting – Dunham Public Library
For July 10, 2018

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

Adult Programming

- **Friday, July 13; 5:30 – 8:00 PM** *Adult Summer Reading Program: Movie Night* Title: *A Quiet Place*, PG-13, Drama/Sci-Fi/Horror
- **Saturday, July 21; 10:00 AM and 2:00 PM** *Adult Summer Tea Party*
- **Monday, July 30; 2:00 – 3:30 PM** *Life's a Beach – Adult Summer Coloring Program*
- **Saturday, August 4; 1:00 – 3:00 PM** *Local Author Reading & Signing* Mike D. Burke

Children's Programming

- **Sunday, July 1: All Day** *The Beginning of the Where's Waldo Search*
- **Mondays starting, July 2: 10:00-11:00** *Eat Smart NY*
- **Mondays starting, July 2: 11:30 - 1:30** *Family Movie Monday*
- **Thursday, July 5: 11:00 AM-12:00 and 12:30-1:30** *Utica Zoomobile*
- **Thursdays stating, July 5: 1:00-3:00** *Retro Gaming*
- **Fridays starting, July 6: 12:00-3:00** *Minecraft*
- **Mondays starting, July 9: 10:00-11:00 and 2:30 - 3:30** *Music and Movement*
- **Tuesdays starting, July 10: 3:30-4:30** *Teenage Wasteland: Underground Music from Bach to Aesop Rock*
- **Wednesdays starting, July 11: 1:00-2:30** *Postmodern Paint Box*
- **Thursday, July 12: 11:00 – 12:00 and 2:30 - 3:30** *David Moreland a "Symphony of Magic"*
- **Friday July 13: 11:00 - 12:00 PM** *Create With Clay*
- **Thursday, July 19: 11:00 – 12:00 and 2:30 - 3:30** *Didgeridoo Down Under*
- **Thursday, July 26: 11:00 12:00 and 2:30 - 3:30** *Nancy Sander's Puppets with Pizazz*
- **Saturday, July 28, 2:00 - 3:00 pm** *Teen DIY* This month's project is TIE-DYE!
- **Thursday, August 2: 11:00 - 12:30** *Butterfly Program*
- **Tuesday, August 7: 10:30 - 12:00** *Rock Painting with Miss Hilda*
- **Thursday, August 9: 11:00 - 12:00** *K-9 Demonstration*
- 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 2 days, 5 hours vacation, and 4 hours sick

Meeting highlights:

- Funding Referendums for Small & Mid-Sized Libraries Workshop@ Mid York, June 13th
- Jenee and April conducted interviews, June 19th and 21st

- Construction Grant Training & Open Lab @ Mid York, June 20th
- Literacy Coalition Meeting, June 22nd
- BYOB(ook) Book Club Program at 16 Stone Brew Pub, 8 participants, June 22nd
(The book club is a collaboration between 16 Stone Brew Pub, Holland Patent Library and Dunham Public Library)
- Meeting with Mark Lisberg regarding foyer addition

Items to Announce/Discuss

- Purchased new rear wheel drive push lawn mower
- New York State Construction Grant