

# DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes of June 12, 2018

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

**CALL TO ORDER:** Vice President Sally Swierczek called the meeting to order at 6:04 PM.

**DISCUSSION with the PUBLIC:** None

**DISPOSITION OF MINUTES:** Patricia Samarco moved to accept the May 8, 2018 minutes. Susana Tuttle seconded. The motion was adopted.

**PRESIDENT'S REPORT:** None

### **FINANCIAL REPORT:**

- a. Patricia Samarco moved to accept the abstract of claims dated May 9, 2018 through June 12, 2018 totaling \$99,761.82. Susana Tuttle seconded. The motion was adopted.
- b. Patricia Samarco moved to renew the Dunham Endowment Account for 1 year at the Bank of Utica. Susana Tuttle seconded. The motion was adopted.

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

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** None

**COMMUNICATIONS:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Susana Tuttle moved to adjourn the meeting. Patricia Samarco seconded. The meeting was adjourned at 6:54 PM.

Next meeting will be on Tuesday, July 19,2018 at 6:00 PM.

Respectively Submitted,

Patricia Samarco, Recording Secretary

DUNHAM PUBLIC LIBRARY  
 ABSTRACT OF CLAIMS  
 May 9, 2018 - June 12, 2018

Claims Dated: <sup>4/12/18</sup>~~5/9/18~~ - 06/12/2018

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
603	5/9/2018	2018 Fund Drive	Whitesboro Fire Department	7960 Dunham Endow. Purchase	25.00	\$25.00	7165	
604	5/9/2018	2018 pba donation	Whitestown P.B.A.	7960 Dunham Endow. Purchase	25.00	\$25.00	7166	
605	5/10/2018	Payroll 5/11/18	WCS Trust & Agency Fund	5000 Salaries 5100 Social Security & Medicare 5200 Health 6600 Insurance	19,339.01 1,460.54 -1,301.99 -27.60	\$19,469.96	7160	X
606	5/10/2018	163693	Catskill Spring Water	6700 Office & Library Supplies	54.00	\$54.00	7167	
607	5/10/2018	Damaged ILL Book	Springdale Public Library	5400 Library Materials	19.95	\$19.95	7168	
608	5/10/2018	0036133-IN	Mid-York Library System	5400 Library Materials 6700 Office & Library Supplies 4300 Library Fines	645.46 254.10 -19.51	\$11,163.26	7169	
609	5/10/2018	0036134-IN	Mid-York Library System	5200 Health	-1,596.21	\$11,163.26	7169	
610	5/14/2018	944297	Grey House Publishing	5400 Library Materials	162.00	\$162.00	7170	
611	5/14/2018	76408	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	109.58	\$167.60	7171	
612	5/15/2018	Adult SRP 2018	Rosemary Manley	5400 Library Materials	11.93	\$28.87	7172	
613	5/15/2018	0036142-IN	Mid-York Library System	5200 Health	11,497.55	\$11,163.26	7169	
614	5/17/2018	Teen SPR 2018	Julia Heller	5400 Library Materials	150.00	\$200.00	7173	
615	5/17/2018	Teen SPR 2018	Julia Heller	5400 Library Materials	50.00	\$200.00	7173	
616	5/18/2018	76448	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	58.02	\$167.60	7171	
617	5/21/2018	4006106262	Cintas	6100 Building & Maintenance	40.80	\$40.80	7174	
618	5/22/2018	SI0040336-US	Bibliotheca	6100 Building & Maintenance	7,900.95	\$7,900.95	7175	
619	5/24/2018	9790	Pitney Bowes	6800 Petty Cash / Postage	150.00	\$150.00	EFT	X
620	5/24/2018	Payroll 5/25/18	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 6600 Insurance 5200 Health	19,151.80 1,446.24 -26.40 -1,301.99	\$1,269.65	7161	X
621	5/24/2018	5715	Key Bank - Sharon T	5400 Library Materials 7400 Computers / Software 6700 Office Supplies	51.26 77.98 84.76	\$214.00	7176	
622	5/24/2018	3342	Key Bank - April Bliss	5400 Library Materials 6700 Office Supplies 7400 Computer / Software 1200 Supense 6100 Building & Maintenance	195.49 39.00 81.99 87.34 10.07	\$413.89	7199	
623	5/25/2018	Gas Furnace	R.E. Stevener Inc	6090 Capital Project Expenses	3,850.00	\$3,850.00	7177	
624	5/25/2018	Central Air Conditioning	R.E. Stevener Inc	6090 Capital Project Expenses	3,650.00	\$3,650.00	7200	
625	5/25/2018	80107	National Grid	6200 Fuel (Gas Heat)	212.07	\$722.19	EFT	X
626	5/25/2018	83106	National Gird	6400 Electricity	510.12	\$722.19	EFT	X
627	5/29/2018	930985	Aflac	5200 Health	165.98	\$165.98	7178	
628	5/29/2018	4237842-0	Constellation	6400 Electricity	403.74	\$403.74	EFT	X
629	5/29/2018	CR-7901	Alesia & Crewell Architects P.C.	6090 Capital Project Expenses	1,653.00	\$1,653.00	7179	
630	5/31/2018	21,31	Reynolds Hardware	6100 Building & Maintance	21.96	\$21.96	7180	
631	5/31/2018	Lost Book	Oriskany Public Library	5400 Library Materials	7.99	\$7.99	7181	
632	5/31/2018	TCN49977	TCN Inc	6500 Telephone	92.80	\$92.80	7182	
633	5/31/2018	Mar - May 2018 Sales	State of New York Dept of Tax & Finance	4400 Additional Revenue	229.60	\$229.60	EFT	
634	6/4/2018	1418505-0	Hummel's	6700 Office & Library Supplies	5.48	\$5.66	7183	

May 2018 - June 2018 Abstracts

635	6/4/2018	1418594-0	Hummel's	6700 Office & Library Supplies	0.18	\$5.66	7183	
636	6/4/2018	155519962	W.B. Mason	6700 Office & Library Supplies	199.92	\$199.92	7184	
637	6/4/2018	Adult SRP 2018	Rosemary Manley	5400 Library Materials	15.94	\$27.87	7172	
638	6/4/2018	1566079	Center Point Large Print	5400 Library Materials	23.37	\$23.37	7182	
639	6/5/2018	4930160-0511847	The Paul Revere Life Insurance Group	5200 Health	514.32	\$514.32	7186	
640	6/6/2018	04/25/2018	John Rogers	5400 Library Materials	35.00	\$35.00	7187	
641	6/7/2018	63564500618	Northland Communications	6500 Telephone	142.95	\$142.95	7188	
642	6/7/2018	44401420618	Northland Communications	6500 Telephone	0.00	\$142.95	7188	
643	6/7/2018	Payroll 6/8/18	WCS Trust & Agency Fund	5000 Salaries & Wages	19,526.31			
				5100 Social Security & Medicare	1,474.91			
				5200 Health	-1,355.19			
				6600 Insurance	-27.60	\$19,618.43	7164	X
644	6/8/2018	10784	Abdo Security & Automation	6090 Capital Project Expenses	4,950.00	\$4,950.00	7189	
645	6/8/2018	PETTY CASH	Charlene Reese	5400 Library Materials	40.48	\$40.48	7190	
646	6/8/2018	0036200-IN	Mid-York Library System	5400 Library Materials	422.00			
				4400 Additional Revenue	-40.13	\$11,163.26	7169	
647	6/11/2018	Water Club	Abbie Bohling	4900 Staff Account	8.00	\$8.00	7191	
648	6/11/2018	May 2018 Mileage	April Bliss	7000 Conferences / Workshops	51.07	\$51.07	7192	
649	6/11/2018	Chair Yoga 7/11	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7193	
650	6/12/2018	JUV SRP 2018	Timothy J Collins	5400 Library Materials	250.00	\$250.00	7195	
651	6/12/2018	JUV SRP 2018	Utica Zoo	5400 Library Materials	150.00	\$150.00	7194	
652	6/12/2018	PETTY CASH	Herman Mosher	5400 Library Materials	101.25			
				8100 Building & Maintenance	44.01			
				6700 Office & Library Supplies	4.00	\$149.26	7807	
653	6/12/2018	MAY 2018 MILEAGE	Herman Mosher	7000 Conferences / Workshops	22.24	\$22.24	7196	
654	6/12/2018	0500 0000270960	Observer-Dispatch	5400 Library Materials	523.56	\$523.56	7189	
655	6/12/2018	STAMPS	US Postal Services	6800 Petty Cash / Postage	150.00	\$150.00	7197	
656	4/12/2018	34108234	Ingram	5400 Library Materials	23.33	\$2,796.37	7201	
657	5/3/2018	34455618	Ingram	5400 Library Materials	21.99	\$2,796.37	7201	
658	5/4/2018	34475189	Ingram	5400 Library Materials	62.25	\$2,796.37	7201	
659	5/8/2018	34530281	Ingram	5400 Library Materials	22.39	\$2,796.37	7201	
660	5/8/2018	34536236	Ingram	5400 Library Materials	30.08	\$2,796.37	7201	
661	5/9/2018	34552642	Ingram	5400 Library Materials	320.69	\$2,796.37	7201	
662	5/9/2018	34552643	Ingram	5400 Library Materials	289.52	\$2,796.37	7201	
663	5/10/2018	34573913	Ingram	5400 Library Materials	19.24	\$2,796.37	7201	
664	5/10/2018	34573914	Ingram	5400 Library Materials	80.34	\$2,796.37	7201	
665	5/10/2018	34573915	Ingram	5400 Library Materials	30.64	\$2,796.37	7201	
666	5/10/2018	34573916	Ingram	5400 Library Materials	39.71	\$2,796.37	7201	
667	5/10/2018	34573917	Ingram	5400 Library Materials	18.80	\$2,796.37	7201	
668	5/10/2018	34578718	Ingram	5400 Library Materials	27.99	\$2,796.37	7201	
669	5/10/2018	34578719	Ingram	5400 Library Materials	50.35	\$2,796.37	7201	
670	5/11/2018	34593028	Ingram	5400 Library Materials	43.77	\$2,796.37	7201	
671	5/11/2018	34604331	Ingram	5400 Library Materials	101.22	\$2,796.37	7201	
672	5/11/2018	34604332	Ingram	5400 Library Materials	11.94	\$2,796.37	7201	
673	5/13/2018	34610865	Ingram	5400 Library Materials	23.88	\$2,796.37	7201	
674	5/15/2018	34646617	Ingram	5400 Library Materials	66.46	\$2,796.37	7201	
675	5/16/2018	34669326	Ingram	5400 Library Materials	20.99	\$2,796.37	7201	
676	5/17/2018	34686409	Ingram	5400 Library Materials	27.49	\$2,796.37	7201	
677	5/18/2018	34706355	Ingram	5400 Library Materials	48.28	\$2,796.37	7201	
678	5/18/2018	34718324	Ingram	5400 Library Materials	47.98	\$2,796.37	7201	
679	5/18/2018	34718325	Ingram	5400 Library Materials	23.33	\$2,796.37	7201	

May 2018 - June 2018 Abstracts

680	5/21/2018	34737318	Ingram	5400 Library Materials	50.82	\$2,796.37	7201
681	5/22/2018	34755460	Ingram	5400 Library Materials	7.97	\$2,796.37	7201
682	5/22/2018	34755461	Ingram	5400 Library Materials	21.03	\$2,796.37	7201
683	5/22/2018	34762051	Ingram	5400 Library Materials	41.28	\$2,796.37	7201
684	5/23/2018	34782065	Ingram	5400 Library Materials	81.12	\$2,796.37	7201
685	5/23/2018	34786335	Ingram	5400 Library Materials	135.88	\$2,796.37	7201
686	5/24/2018	34803521	Ingram	5400 Library Materials	69.83	\$2,796.37	7201
687	5/24/2018	34803522	Ingram	5400 Library Materials	11.94	\$2,796.37	7201
688	5/24/2018	34803523	Ingram	5400 Library Materials	36.09	\$2,796.37	7201
689	5/25/2018	34829480	Ingram	5400 Library Materials	33.03	\$2,796.37	7201
690	5/25/2018	34829481	Ingram	5400 Library Materials	156.36	\$2,796.37	7201
691	5/29/2018	34847653	Ingram	5400 Library Materials	90.06	\$2,796.37	7201
692	5/31/2018	34887402	Ingram	5400 Library Materials	68.74	\$2,796.37	7201
693	5/31/2018	34887403	Ingram	5400 Library Materials	113.22	\$2,796.37	7201
694	6/1/2018	34912083	Ingram	5400 Library Materials	64.84	\$2,796.37	7201
695	6/3/2018	34918328	Ingram	5400 Library Materials	90.95	\$2,796.37	7201
696	6/4/2018	34931371	Ingram	5400 Library Materials	22.59	\$2,796.37	7201
697	6/4/2018	34931372	Ingram	5400 Library Materials	19.70	\$2,796.37	7201
698	6/5/2018	34947523	Ingram	5400 Library Materials	46.83	\$2,796.37	7201
699	6/5/2018	34947524	Ingram	5400 Library Materials	12.47	\$2,796.37	7201
700	6/5/2018	34951657	Ingram	5400 Library Materials	20.99	\$2,796.37	7201
701	6/6/2018	34970209	Ingram	5400 Library Materials	49.40	\$2,796.37	7201
702	6/7/2018	34987665	Ingram	5400 Library Materials	48.74	\$2,796.37	7201
703	6/7/2018	34987666	Ingram	5400 Library Materials	49.83	\$2,796.37	7201
				<b>TOTAL CLAIMS</b>	<b>99,761.82</b>		

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

*6-12-18*

and approved claims totaling

*\$99,761.82*

*Patricia Samaras*

*6-12-18*

Board Secretary or Trustee

Date

**Director's Report**  
**Board of Trustees Meeting– Dunham Public Library**  
**For June 12, 2018**

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

- **Monday, June 18; 6:00 – 8:00 PM** *Unlock the American Dream: How to Start a Business in America*
- **Friday, June 15 and 29, 3:30-4:30 pm** *STEAMworks Ability Lab: Crazy Construction* ®
- So much more, 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

Kim Rudwall and April Bliss conducted phone interviews, Sharon Trodler, Dennis Kininger, Kim Rudwall and April Bliss conducted Face to Face interviews

April used 4 hours sick

Meeting highlights:

- Phone interviews for Young Adult New Adult Librarian, May 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>
- R4K (Ready for Kindergarten) May 10<sup>th</sup>
- Face to Face interview for Young Adult New Adult Librarian, May 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> and 21<sup>st</sup>
- DAC Meeting at The Root Farm, Inc. in Sauquoit
- Julia Heller's Exit interview with Sue Colver, May 23<sup>rd</sup>
- Central Library Resources Council Executive Committee Meeting, May 23<sup>rd</sup>
- Literacy Coalition Meeting, May 25<sup>th</sup>
- BYOB(ook) Book Club Program at 16 Stone Brew Pub, 8 participants, May 25<sup>th</sup>  
(The book club is a collaboration between 16 Stone Brew Pub, Holland Patent Library and Dunham Public Library)
- Central Library Resources Council General Meeting, May 31<sup>st</sup>
- CNY Arts Award, \$1000 was awarded for Summer Reading Music Programs, May 31<sup>st</sup>
- PrinterOn Trail at Mid York, June 1<sup>st</sup>
- STEAMing Up Your Library Programs, June 6<sup>th</sup>

**Items to Announce**

- Library Budget passed on May 15<sup>th</sup> Prop 1 operating budget \$1,027,188 and Prop 2 to partially fund construction of North-West Foyer \$50,000
- The community room was painted by Ed Rudwall
- Julia Heller's last day, May 31<sup>st</sup> Abbie Bohling, June 6<sup>th</sup>
- New hires

DUNHAM PUBLIC LIBRARY  
BUDGET VOTE RESULTS  
May 15, 2018

BASIC BUDGET \$1,027,188		PROPOSITION \$50,000		LIBRARY TRUSTEE	
YES	NO	YES	NO	SALLY SWIERCZEK	WRITE-INS
143	56	134	62	99	1
337	109	300	146	253	0
53	22	48	27	35	1
31	9	24	12	31	
<b>564</b>	<b>196</b>	<b>506</b>	<b>247</b>	<b>418</b>	<b>2</b>

PARKWAY

#1	143	56
#2	337	109
#3	53	22
ABSENTEE	31	9
PAPER		
<b>SUBTOTAL</b>	<b>564</b>	<b>196</b>

MARCY

#1	183	62
#2	0	0
ABSENTEE	0	0
PAPER		
<b>SUBTOTAL</b>	<b>183</b>	<b>62</b>

DEERFIELD

#1	173	85
#2	0	0
ABSENTEE	0	0
PAPER		
<b>SUBTOTAL</b>	<b>173</b>	<b>85</b>

**GRAND TOTAL**

<b>920</b>	<b>343</b>
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TOTAL VOTE

CAST:

PARKWAY	760	420 ALL BOARD SEAT VOTES - PARKWAY
MARCY	245	132 ALL BOARD SEAT VOTES - MARCY
DEERFIELD	258	169 ALL BOARD SEAT VOTES - DEERFIELD
<b>TOTAL</b>	<b>1263</b>	<b>721</b>

% APPROVING:

PARKWAY	74.21%	99.52%	0.48%
MARCY	74.69%	100.00%	0.00%
DEERFIELD	67.05%	100.00%	0.00%
<b>TOTAL</b>	<b>72.84%</b>	<b>99.72%</b>	<b>0.28%</b>