

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of October 9, 2018

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

CALL TO ORDER: Director Bliss called the meeting to order at 6:05 PM. She presented the Slate of Officers for 2018 – 2019

President: Susan Collver
Vice President: Sally Swierczek
Secretary: Susana Tuttle

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

DISCUSSION with the PUBLIC: None

DISPOSITION OF MINUTES: R. Scott Smith moved to accept the September 11, 2018 minutes, Patricia Samarco seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT:

- a. Sally Swierczek moved to accept the Abstract of Claims dated September 11, 2018 to October 9, 2018 totaling \$111,662.80. R. Scott Smith seconded. The motion was adopted.
- b. R. Scott Smith moved to accept the resolution to transfer funds as stated (see attached) for fiscal year 2017 – 2018, Patricia Samarco seconded. The motion was adopted.

DIRECTOR'S REPORT: See Attached

OLD BUSINESS: None

NEW BUSINESS:

- a. R. Scott Smith moved to accept the 2019 – 2020 Tax Cap Override Resolution (see the attached), Patricia Samarco seconded. The motion was adopted.
- b. R. Scott Smith moved to accept a new Sexual Harassment Policy to follow the New York State guidelines based on the recommendation of Director Bliss, Susana Tuttle seconded. The motion was adopted.
- c. Sally Swierczek moved to declare January 11, 2019 a Professional Development Day (snow date of January 18, 2019), R. Scott Smith seconded. The motion was adopted.

ANNOUNCEMENTS: None

COMMUNICATIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT: R. Scott Smith moved to adjourn the meeting, Pat Samarco seconded. The meeting was adjourned at 6:55 PM.

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

Respectively submitted

Susana Tuttle, Recording Secretary

September 2018 - October 2018 Abstracts

DUNHAM PUBLIC LIBRARY
 ABSTRACT OF CLAIMS
 September 11, 2018 to October 9, 2018

Claims Dated: 9/06/2018 - 10/9/2018

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
975	9/12/2018	4009638981	Cintas	6100 Building & Maintance	49.46	\$49.46	7338	
976	9/12/2018	0036450-IN	Mid-York Library System	5200 Health	674.00	\$4,492.52	7339	
977	9/12/2018	0036451-IN	Mid-York Library System	5400 Library Materials 6700 Office & Library Supplies 7400 Computer / Software	147.54 99.85 3,571.13	\$4,492.52	7339	
978	9/13/2018	172923	Catskill Spring Water	5400 Library Materials 6700 Office & Library Materials	24.30 24.30	\$48.60	7340	
979	9/13/2018	1623747	Center-Point Large Print	5400 Library Materials	46.74	\$46.74	7341	
980	9/13/2018	Payroll 9/14/18	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	21,116.93 1,596.58 -1,427.78 -31.20	\$21,254.53	7336	X
981	9/14/2018	30474	MVWA	6300 Water	356.91	\$356.91	EFT	
982	9/17/2018	36459	Mid-York Library System	5200 Health	13,533.08			
983	9/21/2018	429978	Junior Lirary Guild	5400 Library Materials	8,334.80	\$8,334.80	7342	
984	9/22/2018	Leatherstocking Conference R	April Bliss	7000 Conferences / Workshops	75.00	\$102.74	7343	
985	9/22/2018	83106	National Grid	6400 Electricity	750.98	\$750.98	EFT	
986	9/22/2018	80107	National Grid	6200 Fuel (Gas Heat)	28.30	\$28.30	EFT	
987	9/22/2018	9790	Pitney Bowes	6800 Petty Cash / Postage	200.00	\$200.00	EFT	
988	9/24/2018	182640036023736	Direct Energy	6400 Electricity	654.64	\$654.64	EFT	
989	9/24/2018	324281	Guardian	5200 Health	2,449.04	\$2,449.04	7345	
990	9/26/2018	Annual Meeting & Dinner	Mid-York Library System	7960 Dunham Endow Purchase	250.00	\$250.00	7812	
991	9/26/2018	Payroll date 9/28/18	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	19,742.38 1,491.42 -1,536.14 -27.60	\$19,670.06	7337	X
992	9/27/2018	Smart Shopper Books	Elizabeth C Droz	6700 Office & Library Supplies	240.00	\$240.00	7347	
993	9/28/2018	Gutters	Gutter King	6100 Building & Maintance	825.00	\$825.00	7348	
994	9/28/2018	434	Key Bank - Sharon T	5400 Library Materials	30.46	\$30.46	7367	
995	9/28/2018	2757	Key Bank - April B	5400 Library Materials 6700 Office & Library Supplies 6100 Building & Maintance 7400 Computer / Software	1,699.35 37.08 55.19 233.89	\$2,025.51	7346	
996	9/30/2018	21305	Aflac	5200 Health	165.98	\$165.98	7349	
997	9/30/2018	7985	Alesia & Crewell Architects P.C.	6090 Capital Project	858.00	\$858.00	7350	
998	9/30/2018	Mileage September	April Bliss	7000 Conferences / Workshop	27.74	\$102.74	7343	
999	9/30/2018		BeeBe Construction Services Inc	6090 Capital Projects	35,208.71	\$35,208.71	7351	
1,000	9/30/2018	4930160-0914513	The Paul Revere Life Insurance Company	5200 Health	514.32	\$514.32	7352	
1,001	9/30/2018	1457161-0	Hummel's	6700 Office & Library Supplies 6100 Building & Maintenance	152.29 44.76	\$197.05	7353	
1,002	9/30/2018	Adult Supplies	Rosemary Manley	5400 Library Materials	12.00	\$12.00	7354	
1,003	9/30/2018	TCN54114	TCN Inc	6500 Telephone	92.67	\$92.67	7355	
1,004	9/30/2018	Mileage	Kimberly Rudwall	7000 Conferences / Workshops	13.14	\$13.14	7356	
1,005	9/30/2018	6356450	Northland Communications	6500 Telephone	140.24	\$140.24	7358	
1,006	9/30/2018	Petty Cash	Herman Mosher	5400 Library Materials 6100 Building & Maintance	85.50 30.00	\$115.50	7813	
1,007	9/30/2018	September Mileage	Herman Mosher	7000 Conferences / Workshops	14.50	\$14.50	7360	

September 2018 - October 2018 Abstracts

1,008	9/6/18	36333496	Ingram	5400 Library Materials	85.21	\$2,892.72	7370	
1,009	9/6/2018	36338032	Ingram	5400 Library Materials	27.99	\$2,892.72	7370	
1,010	9/7/2018	36354617	Ingram	5400 Library Materials	20.99	\$2,892.72	7370	
1,011	9/7/2018	36366684	Ingram	5400 Library Materials	50.29	\$2,892.72	7370	
1,012	9/7/2018	36366685	Ingram	5400 Library Materials	17.39	\$2,892.72	7370	
1,013	9/9/2018	36372457	Ingram	5400 Library Materials	174.21	\$2,892.72	7370	
1,014	9/10/2018	36384891	Ingram	5400 Library Materials	17.80	\$2,892.72	7370	
1,015	9/11/2018	36408271	Ingram	5400 Library Materials	60.31	\$2,892.72	7370	
1,016	9/11/2018	36411727	Ingram	5400 Library Materials	244.34	\$2,892.72	7370	
1,017	9/12/2018	36434699	Ingram	5400 Library Materials	349.72	\$2,892.72	7370	
1,018	9/12/2018	36434700	Ingram	5400 Library Materials	69.99	\$2,892.72	7370	
1,019	9/12/2018	36437959	Ingram	5400 Library Materials	10.49	\$2,892.72	7370	
1,020	9/13/2018	36462286	Ingram	5400 Library Materials	112.84	\$2,892.72	7370	
1,021	9/17/2018	36506072	Ingram	5400 Library Materials	11.94	\$2,892.72	7370	
1,022	9/17/2018	36506073	Ingram	5400 Library Materials	12.39	\$2,892.72	7370	
1,023	9/18/2018	36526901	Ingram	5400 Library Materials	124.54	\$2,892.72	7370	
1,024	9/19/2018	36547320	Ingram	5400 Library Materials	37.08	\$2,892.72	7370	
1,025	9/20/2018	36570509	Ingram	5400 Library Materials	35.73	\$2,892.72	7370	
1,026	9/20/2018	36570510	Ingram	5400 Library Materials	44.41	\$2,892.72	7370	
1,027	9/20/2018	36570511	Ingram	5400 Library Materials	64.65	\$2,892.72	7370	
1,028	9/20/2018	36570512	Ingram	5400 Library Materials	24.43	\$2,892.72	7370	
1,029	9/20/2018	36570513	Ingram	5400 Library Materials	79.18	\$2,892.72	7370	
1,030	9/20/2018	36574371	Ingram	5400 Library Materials	137.28	\$2,892.72	7370	
1,031	9/21/2018	36604472	Ingram	5400 Library Materials	38.09	\$2,892.72	7370	
1,032	9/23/2018	36609655	Ingram	5400 Library Materials	58.97	\$2,892.72	7370	
1,033	9/23/2018	36609656	Ingram	5400 Library Materials	67.14	\$2,892.72	7370	
1,034	9/24/2018	36620088	Ingram	5400 Library Materials	49.85	\$2,892.72	7370	
1,035	9/25/2018	36640851	Ingram	5400 Library Materials	14.14	\$2,892.72	7370	
1,036	9/25/2018	36644038	Ingram	5400 Library Materials	20.29	\$2,892.72	7370	
1,037	9/26/2018	36661842	Ingram	5400 Library Materials	158.74	\$2,892.72	7370	
1,038	9/26/2018	36661843	Ingram	5400 Library Materials	11.49	\$2,892.72	7370	
1,039	9/26/2018	36661844	Ingram	5400 Library Materials	13.85	\$2,892.72	7370	
1,040	9/26/2018	36665211	Ingram	5400 Library Materials	65.05	\$2,892.72	7370	
1,041	9/27/2018	36684536	Ingram	5400 Library Materials	98.96	\$2,892.72	7370	
1,042	9/27/2018	36684537	Ingram	5400 Library Materials	92.48	\$2,892.72	7370	
1,043	9/28/2018	36716848	Ingram	5400 Library Materials	23.23	\$2,892.72	7370	
1,044	9/28/2018	36716849	Ingram	5400 Library Materials	17.55	\$2,892.72	7370	
2	10/1/2018	960659	General Security	6100 Building & Maintenance	80.70	\$80.70	7344	
3	10/4/2018	21956	Mohawk Valley Living Inc	7300 Public Relations & Printing	59.00	\$59.00	7357	
4	10/6/2018	Chair Yoga 11/7/18	Plyanart Moore	5400 Library Materials	30.00	\$30.00	7359	
5	10/6/2018	Chair Yoga 11/14/18	Plyanart Moore	5400 Library Materials	30.00	\$30.00	7369	
6	10/6/2018	751546	Michael Frederick	5400 Library Materials	24.00	\$24.00	7361	
7	10/9/2018	Jack & Mo Ingredients	Jack Pflanz	5400 Library Materials	50.00	\$50.00	7362	
8	10/9/2018	Jack & Mo Cooking Show	Jack Pflanz	5400 Library Materials	50.00	\$50.00	7368	
9	10/9/2018	Kimberlyanne	Kimberly Johnson-Fox	5400 Library Materials	75.00	\$75.00	7363	
10	10/9/2018	262878	Dickman Directories Inc	5400 Library Materials	249.48	\$249.48	7365	
11	10/9/2018	3700	Lowe's	6100 Building & Maintenance	37.00	\$37.00	7366	
12	10/2/2018	36747593	Ingram	5400 Library Materials	48.75	\$2,892.72	7370	
13	10/2/2018	36747594	Ingram	5400 Library Materials	53.38	\$2,892.72	7370	
14	10/2/2018	36747595	Ingram	5400 Library Materials	15.80	\$2,892.72	7370	

September 2018 - October 2018 Abstracts

16	10/3/2018	36774366	Ingram	5400 Library Materials	90.02	\$2,892.72	7370	
17	10/4/2018	36793941	Ingram	5400 Library Materials	17.49	\$2,892.72	7370	
18	10/4/2018	36800223	Ingram	5400 Library Materials	87.32	\$2,892.72	7370	
19	10/4/2018	36800224	Ingram	5400 Library Materials	18.73	\$2,892.72	7370	
					TOTAL CLAIMS	111,662.80		

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

10-9-18 and approved claims totaling \$ 111,662.80

Patricia Samarasco
Board Secretary or Trustee

10-9-18
Date

Susana F. Tuttle

FISCAL YEAR 2017 - 2018 -- October 9, 2018 Board Meeting

Resolution:

Transfer funds between line items according to the following:

\$4,100.00	from	COMPUTER SERVICES
\$4,100.00	to	BUILDING & MAINTENANCE
\$ 500.00	from	ELECTRICITY
\$ 500.00	to	TELEPHONE
\$ 900.00	from	ELECTRICITY
\$ 900.00	to	INSURANCE

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

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

Adult Programming

- Friday, October 5; 12:00 – 5:00 PM *Red Cross Blood Drive*
- Monday, October 8; 5:00 - 8:00 PM *Adult Craft*
- Wednesday, October 10; 9:00 AM - 5:00 PM *AARP Driver Safety Course*
- Friday, October 12; 5:00 - 6:00 PM *B.Y.O. Book Book Club* - Whitestown Libraries: meets the 2nd Friday of each month. Read a SPOOKY book.
- Saturday, October 13; 2:00 - 4:00 PM *Saturday Film Series* The film will be the 1974 comedy classic, "Young Frankenstein". This film is rated PG
- Monday, October 15; 6:00 - 7:30 PM
- *Book Lovers Reading Group* The title to be discussed tonight will be "Frontier Justice: The Rise and Fall of the Loomis Gang" by E. Fuller Torrey.
- Monday, October 22; 2:00 – 6:00 PM *Winter Market*
- Tuesday, October 23; 11:00 AM to 12:00 PM *Your Library, Your Device New Program*
- Tuesday, October 30; 6:00 - 8:00 PM *Dunham Public Library Genealogy Group*
- Tuesday, October 30; 6:00 – 7:00 PM *Planning Your Social Security Retirement Income Strategy*
- Saturday, November 10; 2:00 - 4:00 PM *Saturday Film Series* The film is 2013 drama, "Philomena" rated PG-13

Children's Programming

- Monday, October 1: 3:30-4:30 PM *Bear, the Tail Waggin' Tutor Two*
- Monday October 8: 11:00am - 12:30pm *Postmodern Paint Box –Fall Art Projects*
- Saturday, October 27: 11:00am-1:00pm *Halloween Movie - Hocus Pocus*
- 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/Central Library Resources Council/Literacy Coalition Meetings

April used 0 days, and 0 days

Meeting highlights:

- Speak Up - Advocating for Your Library, Mid York September 12th
- Directors Advisor Council Meeting and Ingram database highlights, September 19th
- WCSD End of Summer Reading Celebration, over 200 attendees, September 27th
- Handshake City, tabling for DPL and Literacy Coalition, September 29th
- New computer configuration meeting with Mid York, October 3rd

Items to Announce/Discuss

- 2018-2019 NYS Construction Grant was written for \$121,331 The Library will receive \$90,974 or 75% for the North-west entrance stairs and elevator, etc. from the NYS Construction Grant through Mid York Library System.

Institution	Title	Amount Requested	Recommended Allocation
Canastota Public Library	Elevator Rehabilitation	\$82,250 \$	61,688.00
Cazenovia Public Library	Barn renovation-phase 2/East Porch rehabilitation	\$400,653 \$	200,327.00
Dunham Public Library	Install stairs and elevator access to the northwest entrance	\$121,331 \$	90,947.00
Frank J Bastoe Public Library	Interior Renovations	\$126,728 \$	95,046.00
Frankfort Free Library	Community Room Renovation	\$41,231 \$	30,923.00
Jordanville Public Library	Robinson-Roosevelt Restoration Project	\$99,893 \$	74,920.00
Kirkland Town Library	Installation of Heating and Cooling Systems	\$56,861 \$	42,646.00
Little Falls Public Library	Little Falls Public Library Energy Efficiency Project	\$28,328 \$	21,246.00
Mid York Library System	New parking lot, exterior signage, re-surfacing existing parking areas, add energy efficient lighting in phone equipment room, upgrade and add interior emergency exit signs	\$237,640 \$	118,820.00
New Woodstock Free Library	Ramp up, Seal up: ADA Ramp, Insulation/ventilation	\$21,032 \$	15,774.00
Old Forge Library	Old Forge Library's Plumbing Repair, Addition of Generator	\$18,260 \$	13,695.00
Oneida Public Library	Circulation Desk	\$42,000 \$	31,500.00
Sullivan Free Library	Parking Lot Enhancements	\$29,900 \$	22,425.00
Sullivan Free Library	Parking Lot & Sidewalk Safety	\$48,500 \$	36,375.00
Utica Public Library	Completion of Renovations to First Floor of Utica Public Library	\$96,264 \$	72,198.00
Waterville Public Library	Boiler and Roof Rehabilitation	\$29,105 \$	21,829.00
Western Town Library	Western Town Library Rehab	\$44,595 \$	33,446.00
Total		17 \$1,524,571 \$	983,805.00

System Allocation \$ 983,805.00 \$ (540,766.00) \$

Project Abstract

Add elevator entry door, stairs & railings, book drop, fencing & gutters. Update security and HVAC systems for access, safety and efficiency.

Description of Project

Pertinent part of the 2018 Construction grant project narrative:

Construct a new two story entrance on an existing foundation to provide library access to the newly constructed North West parking lot. This addition will create a second entrance to the library which will increase the traffic flow, creating a more efficient utilization of the building. Access will be enhanced for those with physical disabilities due to the fact that our current entrance ramp was constructed in 1986.

2019 Construction Grant project narrative

The entrance includes a second story which will provide a modern set of stairs for the current second story, in the next construction phase. The Board of Trustees anticipates the need for future expansion of the library's second floor in the next 3-5 years.

The 2019 construction grant includes the addition of stairs: steel/concrete stairs with railings, including paint and rubber treads, an elevator entry door, and a book drop to the northwest foyer.

Installation of gutters and down spouts along two sides of the building to re-direct rain water and protect the library building. Construction of two side fences with gates to connect the back fence line to the back of the library building. The fence will keep children safe from running into the parking lot.

Addition security, efficiency and safety improvements include: replacement of a HVAC systems, hot water heater and recirculation pump, install new backflow preventer and pressure reducing valve on one inch incoming public water service, replacement of ADA operators for the main entrance doors, replacement of 4 fire rated doors, a fire alarm system, and installation of an access control panel and security package.

Impact of Project

This project will improve access to and use of building services by all library users.

The new side entrance make the library more accessible via the new parking lot thus increase program attendance, and make it easier to serve the needs of the growing number of patrons and visitors. The new parking lot is easily accessible for patrons who are able to use stairs to enter the library. Those with strollers or wheel chairs are currently forced to go to the sidewalk along the street, then through the older parking lot in front of the library to access the ramp to the main entrance to gain access to the library. The new side entrance will be an incredible addition for those persons with physical disabilities.

The second entrance stairs and elevator entrance will increase the traffic flow, creating a more efficient utilization of the building. Access will be enhanced for those with physical disabilities.

The construction of a fence with gates in the backyard of the library will create an area where patrons with children will feel more comfortable because their children will be protected from running in the parking lot or road. This will increase safety.

The ADA operators that were original to the 1986 addition, were constantly in need of repair. Replacement parts were not readily available to fix them properly. Replacement of ADA operators is important to make our primary entrance accessible again.

The fire rated doors are original to the 1986 addition and are showing deterioration. Four doors in the main traffic areas have had to be reinforced in multiple places. The Library plans to replace these four doors with fire rated doors with a small window. This will assist patrons and staff in determining activity on the other side of the door without having to open and disturb those on the other side.

The fire system is original to the 1986 addition and is dangerously outdated. Replacing the fire system will better protect patrons and staff in the event of a fire. The addition of a security system and installation of an access system also will increase safety.

Replacing the HVAC units and hot water heater will increase efficiency. Installing a new backflow preventer and pressure reducing valve to comply with local water supply regulations.

The gutter with down spouts will protect the building from water draining down the exterior wall. Water will be collected in the backyard to water plants.

Timetable

The installation of the HVAC units, hot water heater with recirculating pump, backflow preventer and pressure reducing valve, ADA operators, gutters and fence will start after July 1, 2018 and be completed by June 30, 2019. The stairs and elevator opening construction will start late August of 2018 and end before December 2018. The fire, access and security systems installation and fire door installation will start in the fall of 2018 and be completed by the spring of 2019.

Budget Narrative

\$75,050 is the Beebe Construction bid for the construction the stairs and elevator entry door for this phase of construction.

\$2,500 for Otis to determine if the current equipment has the capability to add an additional landing.

\$ 1,395 for Gutter King \$570 to install gutters and 2 down spouts and \$825 to prevent further damage to the library building caused by rain water running down the library front and side walls.

\$1,375 the quote from Moser Excavating & Fencing for building two short fences with gates to connect the library back wall to the back property line fence to create a safe fenced in outdoor play and raised bed gardens areas.

\$13,325 quotes from R E Stevener Heating, Inc. \$3,925 quote is for the replacement one of the air conditioning unit in the original library structure and \$9,400 is for a high efficiency gas furnace in the community room, 40 gallon hot water heater with new recirculation pump, and new backflow preventer and pressure reducing valve on one inch incoming public water service.

\$9,890 quotes from J M Door and Hardware \$3,750 to replace the ADA operators for the front foyer entry doors \$5,590 to replace 4 fire rated doors and \$550 to replace closer hardware.

\$11,120.00 quotes from Abdo Security & Automation: \$8,195 to upgrade the fire alarm system, \$2,000.00 for one door access control panel, and \$925 for a security package.

\$6,676 quotes from Alesia & Crewell Architects, PC professional fees related to preparing the bid package. The final two invoices for \$3,836 and \$2,840. The total cost of the work was \$18,760.

\$121,331 is the total cost of construction, materials and upgrades.

2019-2020 Tax Cap Override Resolution

Whereas, the adoption of the 2019-2020 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 9, 2018 the Board of Trustees of Dunham Public Library voted and approved to exceed the tax levy limit for the 2019-2020, by at least sixty percent of the board of trustees as required by state law.