

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of November 13, 2018

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

CALL TO ORDER: President Susan Collver called the meeting to order at 6:08 PM.

DISCUSSION with the PUBLIC: None

DISPOSITION OF MINUTES:

R. Scott Smith moved to accept the October 9, 2018 minutes. Patricia Samarco seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT:

Susan Collver moved to accept the abstract of claims dated October 8, 2018 through November 13, 2018 totaling \$96,065.94. R. Scott Smith seconded. The motion was adopted.

DIRECTOR'S REPORT: {see attached}

OLD BUSINESS: Architect Andy Alesia led the discussion regarding the Building Condition Survey and the five phases of construction for the library. The condition of the Dunham House was discussed. No action was taken until we have a five-member board present.

NEW BUSINESS: None

ANNOUNCEMENTS: None

COMMUNICATIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT: R. Scott Smith moved to adjourn the meeting. Susan Collver seconded. The meeting was adjourned at 7:12 PM.

Next meeting will be on Tuesday, December 11, 2018 at 6:00 PM.

Respectively Submitted,

Patricia Samarco, Substitute for Susanna Tuttle, Recording Secretary

October 2018 - November 2018 Abstracts

DUNHAM PUBLIC LIBRARY
 ABSTRACT OF CLAIMS
 October 10, 2018 to November 13, 2018

Claims Dated: 10/9/2018 - 11/13/2018

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
20	10/9/2018	4010684345	Cintas	6100 Building & Maintance	49.46	\$144.96	7413	
21	10/9/2018	Lost Book	Waterville Public Library	5400 Library Materials	25.00	\$25.00	7414	
22	10/10/2018	210	Asbury University	5400 Library Materials	50.00	\$50.00	7415	
23	10/10/2018	36512	Mid-York Library System	5400 Library Materials	182.04	\$18,451.24	7417	
24	10/11/2018	175157	Catskills Spring Water	5400 Library Materials 6700 Office & Library Supplies	32.40 32.40	\$64.80	7416	
25	10/11/2018	Payroll 10/12/2018	WCS Trust & Agency Fund	5000 Salaries 5100 Social Security & Medicare 5200 Health 6600 Insurance	21,047.77 1,591.27 -1,536.14 -28.80	\$21,074.10	7371	X
26	10/15/2018	0036519-IN	Mid-York Library System	5200 Health	13,533.08	\$18,451.24	7417	
27	10/17/2018	Leatherstocking Fee	Christina Paniccia	7000 Conferences / Workshop	75.00	\$75.00	7418	
28	10/17/2018	852491	Specialty Store Service	6700 Office & Library Supplies	652.09	\$652.09	7419	
29	10/18/2018	Lost Book	Jervis Public Library	5400 Library Materials	17.99	\$17.99	7420	
30	10/22/2018	80107	Natonal Grid	6200 Fuel (Gas Heat)	81.04	\$81.04	EFT	X
31	10/22/2018	83106	Natonal Grid	6400 Electriclcty	634.81	\$634.81	EFT	X
32	10/22/2018	9790	Pitney Bowes	6800 Petty Cash / Postage	200.00	\$200.00	EFT	X
33	10/22/2018	Leaatherstocking	Oneida BOCES	7000 Conferences / Workshops	75.00	\$75.00	7424	
34	10/22/2018	77194	Utica Spary & Chemical Co Inc	6100 Building & Maintenance	291.73	\$415.61	7423	
35	10/23/2018	18-149 3	Beebe Construction Services	6090 Capital Project Expenses	37,106.53	\$37,106.53	7422	
36	10/23/2018	7440	Direct Energy	6400 Electriclcty	397.46	\$397.46	EFT	X
37	10/23/2018	51906	Penworthy	5400 Library Materials	964.00	\$964.00	7425	
38	10/24/2018	61756	Rowlands Graphics	7300 Public Relations & Printing	356.90	\$356.90	7426	
39	10/25/2018	MKA Pumpkins	Charlene Reese	5400 Library Materials	33.54	\$140.03	7421	
40	10/25/2018	Payroll 10/26/2018	WCS Trust & Agency Fund	5000 Salaries 5100 Social Security & Medicare 5200 Health 6600 Insurance	21,041.27 1,590.75 -1,536.14 -27.60	\$21,068.28	7373	X
41	10/25/2018	ARU0267186	Smart Apple Media	5400 Library Materials	780.77	\$780.77	7427	
42	10/26/2018	N113285/s	Swish White River	6100 Building & Maintenance	350.00	\$350.00	7428	
43	10/26/2018	434	Key Bank - Sharon T	5400 Library Materials	20.49	\$20.49	7447	
44	10/26/2018	2757	Key Bank - April B	7000 Conferences / Workshop 6700 Office & Library Supplies 5400 Libray Materials	20.00 88.41 402.63	\$511.04	7451	
45	10/29/2018	44076	Aflac	5200 Health	165.98	\$165.98	7429	
46	10/29/2018	8000	Alesia & Crewell Architects P.C.	6090 Capital Project Expenses	1,387.50	\$1,387.50	7430	
47	10/29/2018	ARU0267320	Broad Reach	5400 Library Materials	949.75	\$949.75	7431	
48	10/29/2018	1466246-0	Hummel's	6100 Building & Maintenance	474.81	\$474.81	7432	
49	10/29/2018	ARU0267461	Know Buddy	5400 Library Materials	798.72	\$798.72	7433	
50	10/29/2018	14999	The James Hopp Company	6700 Office & Library Supplies	93.00	\$93.00	7434	
51	10/29/2018	IN768999	The Shopper Inc	6700 Office & Library Supplies	46.56	\$58.54	7435	
52	10/29/2018	IN769000	The Shopper Inc	6700 Office & Library Supplies	11.98	\$58.54	7435	
53	10/29/2018	77194-1	Utica Spary & Chemical Co Inc	6100 Building & Maintenance	123.88	\$415.61	7423	
54	10/29/2018	473631	Utica Valley Electric Supply	6100 Building & Maintenance	72.99	\$72.99	7436	
55	10/31/2018	TCN55168	TCN Inc	6500 Telephone	100.32	\$100.32	7437	
56	11/1/2018	Stamps	United State Postal Service	6800 Petty Cash / Postage	150.00	\$150.00	7438	
57	11/1/2018	CNYEI-16793	CNY Elevator Inspections	6100 Building & Maintance	100.00	\$100.00	7439	
58	11/1/2018	4930160-1012375	The Paul Revere Life Insurance Company	5200 Health	514.32	\$514.32	7450	
59	11/1/2018	Youth Program	Steamworks Ability Lab	5400 Library Materials	545.00	\$545.00	7440	

October 2018 - November 2018 Abstracts

60	11/1/2018	N113412	Swish White River	6100 Building & Maintenance	81.95	\$81.95	7428
61	11/5/2018	1360	Central Property Maintenance Inc	6100 Building & Maintenance	672.87	\$672.87	7441
62	11/5/2018	22018	Mohawk Valley Living Inc	7300 Public Relations & Printing	59.00	\$59.00	7442
63	11/5/2018	Fall Service	R.F. Stevener Heating & Air Conditioning	6100 Building & Maintenance	266.00	\$266.00	7443
64	11/5/2018	2052524	WT.COX	5400 Library Materials	5,224.22	\$5,224.22	7446
65	11/6/2018	4011836776	CINTAS	6100 Building & Maintenance	95.50	\$144.96	7413
66	11/8/2018	6356450118	Northland Communications	6500 Telephone	144.76	\$144.76	7444
67	11/8/2018	Labor	Jack and Mo Cooking Show	5400 Library Materials	50.00	\$50.00	7445
68	11/8/2018	Ingredients	Jack and Mo Cooking Show	5400 Library Materials	60.00	\$60.00	7453
69	11/9/2018	0036573-IN	Mid-York Library System	5400 Library Materials 7400 Computer / Software 6700 Office & Library Supplies 4300 Library Fines	389.94 4,347.04 23.85 -24.71	\$18,451.24	7417
70	11/10/2018	6812	I Tech Associates	7400 Computer / Software	598.00	\$598.00	7448
71	11/13/2018	Halloween Party	Cherlene Reese	5400 Library Materials	106.49	\$140.03	7421
72	11/13/2018	October Mileage	Herman Mosher	7000 Conferences / Workshops	16.02	\$16.02	7449
73	11/13/2018	Petty Cash	Herman Mosher	6100 Building & Maintenance 5400 Library Materials	49.00 81.75	\$130.75	7814
74	11/13/2018	Poinsettia	North Utica Whitestown Rotary	6100 Building & Maintenance	84.75	\$84.75	7452
75	10/2/2018	36751136	Ingram	5400 Library Materials	142.39	\$2,602.40	7454
76	10/4/2018	36793940	Ingram	5400 Library Materials	37.08	\$2,602.40	7454
77	10/4/2018	36800222	Ingram	5400 Library Materials	151.74	\$2,602.40	7454
78	10/5/2018	36809169	Ingram	5400 Library Materials	8.64	\$2,602.40	7454
79	10/5/2018	36817491	Ingram	5400 Library Materials	17.55	\$2,602.40	7454
80	10/8/2018	36836172	Ingram	5400 Library Materials	16.70	\$2,602.40	7454
81	10/9/2018	36852274	Ingram	5400 Library Materials	31.48	\$2,602.40	7454
82	10/10/2018	36870020	Ingram	5400 Library Materials	336.77	\$2,602.40	7454
83	10/10/2018	36870021	Ingram	5400 Library Materials	56.96	\$2,602.40	7454
84	10/10/2018	36872755	Ingram	5400 Library Materials	17.49	\$17.49	7455
85	10/10/2018	36872756	Ingram	5400 Library Materials	58.25	\$2,602.40	7454
86	10/10/2018	36872757	Ingram	5400 Library Materials	11.39	\$2,602.40	7454
87	10/11/2018	36892968	Ingram	5400 Library Materials	51.99	\$2,602.40	7454
88	10/11/2018	36892969	Ingram	5400 Library Materials	62.04	\$2,602.40	7454
89	10/12/2018	36909305	Ingram	5400 Library Materials	48.97	\$2,602.40	7454
90	10/12/2018	36909306	Ingram	5400 Library Materials	16.09	\$2,602.40	7454
91	10/12/2018	36919169	Ingram	5400 Library Materials	32.92	\$2,602.40	7454
92	10/16/2018	36951336	Ingram	5400 Library Materials	84.63	\$2,602.40	7454
93	10/16/2018	36951337	Ingram	5400 Library Materials	19.85	\$2,602.40	7454
94	10/17/2018	36972401	Ingram	5400 Library Materials	59.86	\$2,602.40	7454
95	10/17/2018	36972402	Ingram	5400 Library Materials	55.44	\$2,602.40	7454
96	10/18/2018	36995593	Ingram	5400 Library Materials	60.50	\$2,602.40	7454
97	10/19/2018	37020686	Ingram	5400 Library Materials	52.12	\$2,602.40	7454
98	10/23/2018	37052673	Ingram	5400 Library Materials	76.97	\$2,602.40	7454
99	10/24/2018	37072946	Ingram	5400 Library Materials	42.93	\$2,602.40	7454
100	10/24/2018	37072947	Ingram	5400 Library Materials	11.39	\$2,602.40	7454
101	10/24/2018	37072948	Ingram	5400 Library Materials	132.37	\$2,602.40	7454
102	10/24/2018	37075646	Ingram	5400 Library Materials	69.94	\$2,602.40	7454
103	10/25/2018	37092811	Ingram	5400 Library Materials	10.99	\$2,602.40	7454
104	10/25/2018	37092812	Ingram	5400 Library Materials	9.34	\$2,602.40	7454
105	10/25/2018	37096267	Ingram	5400 Library Materials	10.49	\$2,602.40	7454
106	10/26/2018	37108590	Ingram	5400 Library Materials	10.45	\$2,602.40	7454
107	10/28/2018	37122161	Ingram	5400 Library Materials	20.99	\$2,602.40	7454
108	10/29/2018	37134350	Ingram	5400 Library Materials	31.39	\$2,602.40	7454

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109	10/29/2018	37134351	Ingram	5400 Library Materials	24.13	\$2,602.40	7454	
110	10/30/2018	37149381	Ingram	5400 Library Materials	186.94	\$2,602.40	7454	
111	10/30/2018	37152664	Ingram	5400 Library Materials	20.29	\$2,602.40	7454	
112	10/31/2018	37176726	Ingram	5400 Library Materials	107.81	\$2,602.40	7454	
113	10/31/2018	37176277	Ingram	5400 Library Materials	77.59	\$2,602.40	7454	
114	11/1/2018	37193736	Ingram	5400 Library Materials	19.25	\$2,602.40	7454	
115	11/1/2018	37193737	Ingram	5400 Library Materials	51.73	\$2,602.40	7454	
116	11/1/2018	37193738	Ingram	5400 Library Materials	11.94	\$2,602.40	7454	
117	11/1/2018	37193739	Ingram	5400 Library Materials	35.09	\$2,602.40	7454	
118	11/1/2018	37196993	Ingram	5400 Library Materials	20.99	\$2,602.40	7454	
119	11/1/2018	37196994	Ingram	5400 Library Materials	21.69	\$2,602.40	7454	
120	11/2/2018	37220367	Ingram	5400 Library Materials	109.16	\$2,602.40	7454	
121	11/2/2018	37220368	Ingram	5400 Library Materials	26.83	\$2,602.40	7454	
122	11/4/2018	37223216	Ingram	5400 Library Materials	34.99	\$2,602.40	7454	
123	11/5/2018	37235952	Ingram	5400 Library Materials	16.15	\$2,602.40	7454	
124	11/6/2018	37264458	Ingram	5400 Library Materials	-20.99	\$2,602.40	7454	
125	11/7/2018	37275035	Ingram	5400 Library Materials	18.20	\$2,602.40	7454	
					TOTAL CLAIMS	96,065.94		

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

11-13-18 and approved claims totaling " 96,065.94 "
Natasha Samaroo 11-13-18
 Board Secretary or Trustee Date

Director's Report
Board of Trustees Meeting – Dunham Public Library
For November 13, 2018

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

Adult Programming

- Monday, November 19; 2:00 - 6:00 PM *Fall Market*
- Monday, November 19; 5:30 - 6:30 PM *Beginning Meditation*
- Monday, November 19; 6:00 - 7:30 PM *Book Lovers Reading Group "Walden" by Henry David Thoreau.*
- Monday, November 26; 6:00 - 8:00 PM *Monday Writers Group*
- Tuesday, November 27; 9:30 AM - 4:30 PM ® *AARP Driver Safety Course*
- Tuesday, November 27, 2018 11:00 AM - 12:00 PM *Your Library, Your Device*
- Wednesday, December 5; 6:00 - 8:00 PM *The Page Turners Book Club* (Book Club meets off site) The book "Midnight in the Bright Ideas Bookstore" by Matthew Sullivan.
- Friday, December 7; 12:00 AM – 5:00 PM *Red Cross Blood Drive*

Children's Programming

- Friday, November 16: 3:30-4:30 PM ® *STEAMworks Ability Lab: Crazy Construction* ®
- Wednesday, November 21: 1:00 PM to 2:30PM *Postmodern Paint Box –Galaxies*
- Wednesday, November 21: 2:00 PM to 3:00 PM *Your Library, Your Device - Student Edition*
- Saturday, November 24: 11:00am - 12:00pm *Messy Kid Art - Fall/Winter Edition*
- Friday, November 30: 10:00 - 11:00 AM *Eat Smart New York*
- 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/Central Library Resources Council/Literacy Coalition Meetings

April used 1 vacation day

Meeting highlights:

- Mid York Annual Dinner, October 11th
- Mid York Libdata demo, October 17th
- Telescope Grant meeting, October 22nd
- Rotary Bowling, Polio fundraiser at Vista Lanes, October 24th
- CLRC Annual Meeting and Conference, October 25th
- Meeting with Russell Sortino, Eagle Scout candidate, October 26th
- NYLA Sustainability meeting with Kim Rudwall and Kirkland Library Reps, October 29th
- New patron PCs and Crome boxes installed, November 1st
- Rotary Trivia Night, Feed our Vets fundraiser at the Elks Club, November 5th
- NYLA Conference in Rochester with Rosemary Manley, November 7-10th

Items to Announce/Discuss

- DPL awarded \$930 for an Innovation Grant. Mid York awarded the Community Foundation Health and Wellness grant for \$10,000.

Director's Report