

**DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

Minutes of February 13, 2019

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

**CALL TO ORDER:** President Susan Colver called the meeting to order at 6:06 PM.

**DISCUSSION with the PUBLIC:** None

**DISPOSITION OF MINUTES:** Patricia Samarco moved to accept the January 8, 2019 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 January 9, 2019 to February 13, 2019 totaling \$127,556.43. Susan Colver seconded. The motion was adopted.

**DIRECTOR'S REPORT:** See Attached

**OLD BUSINESS:**

- a. R. Scott Smith moved to accept the proposal for additional architectural services to amend the master plan study / building condition survey, provided by Alesia & Crewell Architects, at a cost of \$4,950.00. Susan Colver seconded. The motion was adopted.

**NEW BUSINESS:** None

**ANNOUNCEMENTS:**

- a. Director Bliss reminded the Board that renewals of the trustees' oath of office were due. It was agreed it would be handled immediately following the meeting.

**COMMUNICATIONS:**

- a. Director Bliss read a thank you note from the Rotary Club for the library's help with their shoe drive.
- b. Principal clerk Charlene Reese reviewed the schedule for the 2019-2020 budget vote.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Susan Colver moved to adjourn the meeting, R. Scott Smith seconded. The meeting was adjourned at 6:56 PM.

Next meeting will be on Tuesday March 12, 2019 at 6:00 PM.

Respectively submitted

Susana Tuttle, Recording Secretary

DUNHAM PUBLIC LIBRARY  
ABSTRACT OF CLAIMS

January 8, 2019 - February 13, 2019

Claims Dated:

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
287	1/7/2019		Legislative Breakfast	The Genesis Group	7000 Conferences / Workshops	20.00	\$20.00	PAYPAL X
288	1/10/2019	163033		Wesco Insurance Company	6600 Insurance	53.70	\$53.70	7536
289	1/10/2019	13147		Greater Utica Chamber of Commerce	7000 Conferences / Workshop	330.75	\$330.75	7532
290	1/10/2019	162227084		W.B. Mason	6900 Equipment & Furniture	150.00	\$150.00	7533
291	1/14/2019	0036699-IN		Mld-York Library System	7400 Computer / Software	150.48		
					6700 Office & Library Supplies	357.97		
					4300 Library Fines	-9.77		
					5400 Library Materials	197.54	\$21,908.16	7539
292	1/16/2019	0036706-IN		Mld-York Library System	5200 Health	13,533.08	\$21,908.16	7539
293	1/17/2019	Payroll 1/18/19		WCS Trust & Agency Fund	5000 Salaries	20,913.75		
					5100 Social Security & Medicare	1,581.03		
					5200 Health	-1,500.02		
					6600 Insurance	-30.00	\$20,964.76	7527 X
294	1/17/2019	182050		Catskill Spring Water	6700 Office & Library Supplies	35.10		
					5400 Library Materials	35.10	\$70.20	7534
295	1/17/2019	1655947		Center Point Large Print	5400 Library Materials	23.37	\$23.37	7535
296	1/19/2019	77597		Utica Spray & Chemical Co Inc	6100 Building & Maintenance	249.13	\$455.75	7538
297	1/22/2019	18-149		Beebe Construction Savices	6090 Capital Project	56,085.63	\$56,085.63	7537
298	1/22/2019	R1-3332-594644		J.D. Power	5400 Library Materials	90.00	\$90.00	7540
299	1/23/2019	80107		National Grid	6200 Fuel (Gas)	891.62	\$891.62	7529 X
300	1/23/2019	83106		National Grid	6400 Electricity	466.09	\$466.09	7528 X
301	1/24/2019	8000-9090-1016-9790		Pitney Bowes	6800 Petty Cash / Postage	100.00	\$100.00	EFT
302	1/25/2019	1026371		General Security	6100 Building & Maintenance	276.60	\$276.60	7541
303	1/25/2019	77597-1		Utica Spray & Chemical Co Inc	6100 Building & Maintenance	111.00	\$455.75	7538
304	1/25/2019	5715		Key Bank - Sharon T	6700 Office & Library Supplies	240.75	\$240.75	7545
305	1/25/2019	2757		Key Bank - April B	6090 Capital Project Expenses	1,199.00		
					7000 Professional Fees	150.94		
					5400 Library Materials	846.57		
					6500 Telephone	143.07		
					6100 Building & Maintenance	171.29	\$2,510.87	7564
306	1/26/2019	77597-2		Utica Spray & Chemical Co Inc	6100 Building & Maintenance	95.59	\$95.59	7538
307	1/29/2019	190230037216370		Direct Energy Business	6400 Electricity	780.89	\$780.89	7531 X
308	1/30/2019	6270		RFC Contracting Inc	6100 Building & Maintenance	550.00	\$550.00	7542
309	1/31/2019	Payroll 2/1/19		WCS Trust & Agency Fund	5000 Salaries	21,156.41		
					5100 Social Security & Medicare	1,599.56		
					5200 Health	-1,500.02		
					6600 Insurance	-30.00	\$21,225.95	7530 X
310	1/31/2019	TCN58480		TCN Inc	6500 Telephone	76.95	\$76.95	7547
311	2/1/2019	4930160-0104047		The Paul Revere Life Insurane Company	5200 Health	514.32	\$514.32	7543
312	2/1/2019	10		Penguin Technology	5400 Library Materials	500.00	\$500.00	7546
313	2/4/2019	6 STEAM Programs		Steamworks Abillity Lab	5400 Library Materials	285.00	\$285.00	7548
314	2/4/2019	Mother Goose		Joanne Yacovella	5400 Library Materlas	125.00	\$125.00	7549
315	2/4/2019	Adult Craft Supplies		Rosemary Manley	5400 Library Materials	46.61	\$96.34	7562
316	2/4/2019	17950		D'Arcangelo & Co	7200 Professional Fees	6,000.00	\$6,000.00	7550
317	2/4/2019	NE871		Affac	5200 Health	165.98	\$165.98	7551
318	2/4/2019	Pragramming Supplies		Rosemary Manley	5400 Library Materials	11.00	\$96.34	7562
319	2/4/2019	DPL Reimbursement		Diane Phillips	5400 Library Materials	5.99	\$5.99	7552
320	2/5/2019	40157353267		CINTAS	6100 Building & Maintenance	49.46	\$49.46	7553
321	2/5/2019	Stamps		US Postal Service	6800 Petty Cash/ Postage	110.00	\$110.00	7555

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322	2/6/2019	6906	Itech Associates	6900 Equipment & Furniture	305.00	\$305.00	7554
323	2/8/2019	63564500219	Northland Communications	6500 Telephone	143.91	\$143.91	7556
324	2/8/2019	540458	Book Page	7300 Public Relations & Printing	576.00	\$576.00	7557
325	2/9/2019	66370002	Gale / Cengage Learning	5400 Library Materials	50.00	\$50.00	7558
326	2/11/2019	January Mileage	Herman Mosher	7000 Conferences / Workshops	15.43	\$15.43	7544
327	2/11/2019	Petty Cash	Herman Mosher	5400 Library Materials	96.50		
				6100 Building & Maintenance	48.28	\$144.78	7817
328	2/11/2019	April Adult Craft Supplies	Rosemary Manley	5400 Library Materials	38.73	\$96.34	7562
329	2/11/2019	1414	Central Property Maintenance Inc	6100 Building & Maintenance	3,545.74	\$3,545.74	7559
330	2/12/2019	951379	Grey House Publishing	5400 Library Materials	175.50	\$175.50	7560
331	2/12/2019	Chair Yoga 3/6	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7561
332	2/12/2019	Chair Yoga 3/13	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7563
333	2/12/2019	Chair Yoga 3/20	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7566
334	2/12/2019	0036764-IN	Mid-York Library System	5400 Library Materials	7,183.74		
				7400 Computer / Software	500.00		
				4300 Fines	-4.88	\$21,908.16	7539
335	12/21/2018	38001422	Ingram	5400 Library Materials	43.35	\$2,399.64	7565
336	12/31/2018	38126505	Ingram	5400 Library Materials	13.99	\$2,399.64	7565
337	1/3/2019	38158451	Ingram	5400 Library Materials	22.00	\$2,399.64	7565
338	1/6/2019	38195298	Ingram	5400 Library Materials	53.17	\$2,399.64	7565
339	1/7/2019	38209983	Ingram	5400 Library Materials	51.10	\$2,399.64	7565
340	1/8/2019	38228840	Ingram	5400 Library Materials	15.02	\$2,399.64	7565
341	1/8/2019	38228841	Ingram	5400 Library Materials	72.38	\$2,399.64	7565
342	1/8/2019	38228842	Ingram	5400 Library Materials	22.33	\$2,399.64	7565
343	1/8/2019	38228843	Ingram	5400 Library Materials	17.55	\$2,399.64	7565
344	1/9/2019	38251330	Ingram	5400 Library Materials	344.35	\$2,399.64	7565
345	1/9/2019	38251331	Ingram	5400 Library Materials	56.81	\$2,399.64	7565
346	1/9/2019	38251332	Ingram	5400 Library Materials	34.09	\$2,399.64	7565
347	1/10/2019	38282538	Ingram	5400 Library Materials	48.96	\$2,399.64	7565
348	1/11/2019	38298727	Ingram	5400 Library Materials	29.38	\$2,399.64	7565
349	1/14/2019	38331062	Ingram	5400 Library Materials	33.48	\$2,399.64	7565
350	1/15/2019	38354453	Ingram	5400 Library Materials	16.09	\$2,399.64	7565
351	1/16/2019	38378743	Ingram	5400 Library Materials	66.63	\$2,399.64	7565
352	1/16/2019	38378744	Ingram	5400 Library Materials	31.56	\$2,399.64	7565
353	1/16/2019	38382411	Ingram	5400 Library Materials	60.17	\$2,399.64	7565
354	1/17/2019	38403600	Ingram	5400 Library Materials	38.48	\$2,399.64	7565
355	1/17/2019	38403601	Ingram	5400 Library Materials	26.29	\$2,399.64	7565
356	1/18/2019	38437747	Ingram	5400 Library Materials	142.92	\$2,399.64	7565
357	1/20/2019	38443468	Ingram	5400 Library Materials	30.08	\$2,399.64	7565
358	1/23/2019	38494035	Ingram	5400 Library Materials	55.26	\$2,399.64	7565
359	1/23/2019	38494036	Ingram	5400 Library Materials	22.98	\$2,399.64	7565
360	1/23/2019	38497275	Ingram	5400 Library Materials	33.09	\$2,399.64	7565
361	1/24/2019	38517294	Ingram	5400 Library Materials	59.40	\$2,399.64	7565
362	1/24/2019	38521100	Ingram	5400 Library Materials	71.36	\$2,399.64	7565
363	1/24/2019	38517293	Ingram	5400 Library Materials	22.00	\$2,399.64	7565
364	1/25/2019	38552930	Ingram	5400 Library Materials	113.95	\$2,399.64	7565
365	1/25/2019	38552931	Ingram	5400 Library Materials	11.49	\$2,399.64	7565
366	1/28/2019	38571395	Ingram	5400 Library Materials	50.43	\$2,399.64	7565
367	1/28/2019	38571396	Ingram	5400 Library Materials	139.07	\$2,399.64	7565
368	1/28/2019	38571397	Ingram	5400 Library Materials	40.09	\$2,399.64	7565
369	1/29/2019	38595985	Ingram	5400 Library Materials	56.65	\$2,399.64	7565
370	1/29/2019	38592300	Ingram	5400 Library Materials	17.76	\$2,399.64	7565
371	1/30/2019	38617534	Ingram	5400 Library Materials	183.33	\$2,399.64	7565
372	1/30/2019	38617535	Ingram	5400 Library Materials	22.68	\$2,399.64	7565
373	1/30/2019	38617536	Ingram	5400 Library Materials	19.25	\$2,399.64	7565

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374	1/31/2019	38643865	Ingram	5400 Library Materials	31.28	\$2,339.64	7565	
375	1/31/2019	38643866	Ingram	5400 Library Materials	31.81	\$2,399.64	7565	
376	2/5/2019	38707348	Ingram	5400 Library Materials	89.31	\$2,339.64	7565	
377	2/7/2019	38751398	Ingram	5400 Library Materials	58.27	\$2,339.64	7565	
				TOTAL CLAIMS		127,556.43		

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

February 13, 2019 and approved claims totaling 127,556.43

Susana F. Tuttle  
Board Secretary or Trustee

2/13/19  
Date

**Director's Report**  
**Board of Trustees Meeting – Dunham Public Library**  
**For February 12, 2019 rescheduled for February 13, 2019**

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

**Adult Programming**

- Tuesday, February 12; 6:00 - 8:00 *Estate Planning 101*
- Tuesday, February 26; 9:30 - 1:00 *AARP Tax Preparation*
- Tuesday, February 26; 11:00 - 12:00 *Your Library, Your Device*
- Saturday, March 9; 11:00 - 3:00 *Local Author Book Signing Stacey Law, Touched by Glass*
- 1st Wednesday 6:00 - 7:00 *B.Y.O. Book Book Club at Stockdale's Bar & Grill*
- 3rd Monday, 6:00 - 7:30 *Book Lovers Reading Group*
- 4th Tuesday - 2:30 - 4:00 *Books of Our Lives Book Club book*
- Tuesdays - 1:00 - 3:00 *Dunham Needle Crafters*
- Wednesdays - 5:30 - 6:30 *Chair Yoga with Noi Moore*
- Thursdays - 4:30 - 5:30 PM *Tai Chi*

**Children's Programming**

- Monday, February 18; 10:30 - 11:30 *Sing, Dance and Move with Mother Goose*
- Monday - Friday, February 18th - 22nd 10:00 - 5:00 *Minecraft*
- Tuesday - Thursday, February 19th - 21st 2:00 - 5:00 *Stikbot Stop Animation (grant funded)*
- 1st and 3rd Tuesdays 11:00 - 12:00 *Messy Kid Art - Winter Edition*
- 3rd Fridays 10:00-10:30 *Eat Smart NY*
- 4th Saturday 2:00 - 3:00 *Teen DIY* This month's project is Stress Balls
- Mondays 3:30 - 4:30 *Bear, the Tall Waggin' Tutor Two and his human Linnea*
- Tuesday & Thursdays 3:30 - 4:30 *Dixie, the Tall Waggin' Tutor and her human Karen*
- Wednesdays 6:30 - 8:00 *Chess Club* with Tom Chomczak
- Fridays at 3:30 - 4:30 *STEAMworks Ability Lab*

So much more, see <http://www.whitesborollibrary.org/> for full list of recurring programs

**Personnel and Human Resources**

Director and staff meetings: Rotary/Programming/Clerical/Collection Development/Building Survey/Booktique/Central Library Resources Council/Literacy Coalition Meetings

**Meeting highlights:**

- Kim Rudwall and April Bliss, Sexual Harassment Training (SHT), Mid York January 10th
- Professional Development Day (SHT), at DPL, January 11th
- Mark Volz & April Bliss, ALA webinar at MYLS, Catching Up with Technology, January 14th
- Director Advisory Council Meeting at Mid York, January 23rd
- Genesis Group Legislative Breakfast, Hart's Hill Inn, January 25th
- iTech installed a new Fax/print on demand machine, January 31st
- Mid York Library System Outreach Council Meeting, February 6th
- 3M Security Gates Installed, February 7th
- R4K Meeting, United Way, February 8th
- Library Advocacy, Utica Public Library, February 8th

**Items to Announce/Discuss - North-west foyer progress report**

**Director's Report**

