

**DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

Minutes of January 8, 2019

**PRESENT:** Susan Collver, Patricia Samarcó (absent), 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:** Susan Collver moved to accept the December 11, 2018 minutes, Sally Swierczek seconded. The motion was adopted.

**PRESIDENT'S REPORT:** None

**FINANCIAL REPORT:**

- a. Sally Swierczek moved to accept the Abstract of Claims dated December 12, 2018 to January 8, 2019 totaling \$225,528.69. 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:** Sally Swierczek moved to adjourn the meeting, Susan Collver seconded. The meeting was adjourned at 6:40 PM.

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

Respectively submitted

Susana Tuttle, Recording Secretary

December 2018 - January 2019 Abstract

DUNHAM PUBLIC LIBRARY  
ABSTRACT OF CLAIMS

December 12, 2018 - January 8, 2019

Claims Dated: 12/12/2018 - 1/7/2019

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
213	12/12/2018	77444	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	210.02	\$210.02	7513	
214	12/12/2018	22228	Mohawk Valley Living Inc	7300 Public Relations & Printing	59.00	\$59.00	7507	
215	12/13/2018	179754	Catskill Spring Water	6700 Office & Library Supplies 5400 Library Materials	29.70 29.70	\$59.40	7496	
216	12/13/2018	30A 108	Mohawk Valley Water Authority	6300 Water	373.85	\$373.85	EFT	X
217	12/13/2018	1382	Central Property Maintenance Inc	6100 Building & Maintenance	1,222.87	\$1,222.87	7497	
218	12/18/2018	707979	J.D. Power	5400 Library Materials	137.00	\$137.00	7502	
219	12/18/2018	0036634-IN	Mid-York Library System	5400 Library Materials	605.63	\$14,138.71	7506	
220	12/19/2018	18-149 #5	Beebe Construction Services, Inc	6090 Capital Project Expenses	142,506.65	\$142,506.65	7494	
221	12/19/2018	0036640-IN	Mid-York Library System	5200 Health	13,533.08	\$14,138.71	7506	
222	12/19/2018	Adult Programming	Jenee Gerardo	5400 Library Materials	16.99	\$16.99	7504	
223	12/20/2018	NBT05578119	Otis Elevator	6100 Building & Maintenance	2,916.98	\$2,916.98	7509	
224	12/21/2018	38749-80107	National Grid	6200 Fuel	752.60	\$752.60	EFT	X
225	12/12/2018	59549-83106	National Grid	6400 Electricity	490.97	\$490.97	EFT	X
226	12/12/2018	Youth Programming	Charlene Reese	5400 Library Materials	29.49	\$29.49	7498	
227	12/12/2018	Payroll 12/21/2018	WCS Trust & Agency Fund	5000 Salaries 5100 Social Security & Medicare 5200 Health 6600 Insurance	20,868.30 1,577.53 -1,500.02 -27.60	\$20,918.21	7489	X
228	12/26/18	161891058	W.B. Mason	6900 Equipment & Furniture	685.00	\$685.00	7515	
229	12/26/2018	8000-9090-1016-9790	Pitney Bowes	6800 Petty Cash / Postage	100.00	\$100.00	EFT	
230	12/26/2018	859332	Specialty Store Services	6700 Office & Library Supplies	590.95	\$590.95	7511	
231	12/26/2018	10044887	General Security	6100 Building & Maintenance	80.70	\$80.70	7500	
232	12/26/2018	8024	Alesia & Crewell Architects P.C.	6090 Capital Project Expenses	861.62	\$861.62	7493	
233	12/26/2018	324281	Guardian	5200 Health	2,970.21	\$2,970.21	EFT	x
234	12/26/2018	183540036906018	Direct Energy	6400 Electricity	851.03	\$851.03	EFT	X
235	12/26/2018	5715	Key-Bank S. Trodler	5400 Library Materials	48.87	\$48.87	7505	
236	12/26/2018	3342	Key Bank - April Bliss	5400 Library Materials 6100 Building & Maintenance 7400 Computer / Software 6900 Equipment & Furniture	1,331.80 18.23 32.45 674.00	\$2,056.48	7517	
237	12/31/2018	TCN57443	TCN, Inc	6500 Telephone	72.58	\$72.58	7512	
238	12/31/2018	S10047298-US	Bibliotheca	6100 Building & Maintenance	8,296.00	\$8,296.00	7495	
239	12/31/2018	89519	Aflac	5200 Health	165.98	\$165.98	7492	
240	12/31/2018	131208	JanWay	6700 Office & Library Supplies	200.04	\$200.04	7503	
241	1/2/2019	4014411538	Cintas	6100 Building & Maintenance	49.46	\$49.46	7499	
242	1/3/2019	Payroll 1/4/2019	WCS Trust & Agency Fund	5000 Salaries 5100 Social Security & Medicare 5200 Health 6600 Insurance	21,050.46 1,591.47 -1,500.02 -28.80	\$21,113.11	7490	X
243	1/4/2019	Chair Yoga 1/16/2019	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7510	
244	1/4/2019	Chair Yoga 1/23/2019	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7516	
245	1/4/2019	Chair Yoga 1/30/19	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7518	
246	1/4/2019	Chair Yoga 2/6/19	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7519	
247	1/4/2019	Chair Yoga 2/13/19	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7521	
248	1/4/2019	Chair Yoga 2/20/19	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7523	
249	1/4/2019	Chair Yoga 2/27/19	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7524	
250	1/7/2019	4930160-1207348	The Paul Revere Life Insurance Company	5200 Health	514.32	\$514.32	7514	
251	1/7/2019	63564500119	Northland Communication	6500 Telephone	148.94	\$148.94	7508	

December 2018 - January 2019 Abstract

252	1/7/2019	Petty Cash	Herman Mosher	5400 Library Materials	72.00			
				6100 Building & Maintenance	45.56	\$117.56	7816	
253	1/7/2019	DECEMBER 2018 MILEAGE	Herman Mosher	7000 Conferences / Workshops	37.35	\$37.35	7501	
254	1/8/2019	ARU0273806	Lookout Books	5400 Library Materials	956.25	\$956.25	7522	
255	12/4/2018	37682919	Ingram	5400 Library Materials	59.47	\$1,569.50	7520	
256	12/5/2018	37707401	Ingram	5400 Library Materials	41.28	\$1,569.50	7520	
257	12/7/2018	37745314	Ingram	5400 Library Materials	18.19	\$1,569.50	7520	
258	12/7/2018	37745316	Ingram	5400 Library Materials	14.17	\$1,569.50	7520	
259	12/10/2018	37786336	Ingram	5400 Library Materials	32.51	\$1,569.50	7520	
260	12/11/2018	37806579	Ingram	5400 Library Materials	215.09	\$1,569.50	7520	
261	12/11/2018	37806580	Ingram	5400 Library Materials	23.13	\$1,569.50	7520	
262	12/11/2018	37810258	Ingram	5400 Library Materials	102.85	\$1,569.50	7520	
263	12/11/2018	37810259	Ingram	5400 Library Materials	70.28	\$1,569.50	7520	
264	12/12/2018	37833275	Ingram	5400 Library Materials	21.69	\$1,569.50	7520	
265	12/13/2018	37852289	Ingram	5400 Library Materials	19.24	\$1,569.50	7520	
266	12/14/2018	37893071	Ingram	5400 Library Materials	30.67	\$1,569.50	7520	
267	12/18/2018	37931631	Ingram	5400 Library Materials	35.59	\$1,569.50	7520	
268	12/18/2018	37931632	Ingram	5400 Library Materials	11.39	\$1,569.50	7520	
269	12/18/2018	37938395	Ingram	5400 Library Materials	34.98	\$1,569.50	7520	
270	12/19/2018	37957543	Ingram	5400 Library Materials	74.99	\$1,569.50	7520	
271	12/19/2018	37961987	Ingram	5400 Library Materials	44.41	\$1,569.50	7520	
272	12/21/2018	38016084	Ingram	5400 Library Materials	110.83	\$1,569.50	7520	
273	12/21/2018	38016085	Ingram	5400 Library Materials	56.64	\$1,569.50	7520	
274	12/24/2018	38028829	Ingram	5400 Library Materials	28.71	\$1,569.50	7520	
275	12/26/2018	38050230	Ingram	5400 Library Materials	55.36	\$1,569.50	7520	
276	12/27/2018	38067438	Ingram	5400 Library Materials	41.24	\$1,569.50	7520	
277	12/27/2018	38067439	Ingram	5400 Library Materials	119.41	\$1,569.50	7520	
278	12/27/2018	38067440	Ingram	5400 Library Materials	24.43	\$1,569.50	7520	
279	12/28/2018	38099288	Ingram	5400 Library Materials	11.89	\$1,569.50	7520	
280	12/30/2018	38104907	Ingram	5400 Library Materials	27.85	\$1,569.50	7520	
281	12/31/2018	38122599	Ingram	5400 Library Materials	76.08	\$1,569.50	7520	
282	12/31/2018	38122600	Ingram	5400 Library Materials	48.32	\$1,569.50	7520	
283	12/31/2018	38122601	Ingram	5400 Library Materials	11.94	\$1,569.50	7520	
284	12/31/2018	38122602	Ingram	5400 Library Materials	19.70	\$1,569.50	7520	
285	1/2/2019	38141057	Ingram	5400 Library Materials	21.59	\$1,569.50	7520	
286	1/3/2019	38158452	Ingram	5400 Library Materials	65.58	\$1,569.50	7520	
<b>TOTAL CLAIMS</b>					<b>225,528.69</b>			

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

January 8, 2019 and approved claims totaling 225,528.69

Susana F. Teitle  
Board Secretary or Trustee

1/8/2019  
Date

**Director's Report**  
**Board of Trustees Meeting – Dunham Public Library**  
**For January 8, 2019**

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

**Adult Programming**

- Wednesday, January 9; 9:30 - 8:00 PM and January 10 and 12th; 9:30 - 5:30 PM *SNOWFLAKE EXTRAVAGANZA - A Winter Event For All Ages - Kids & Adults*
- Monday, January 21; 6:00 - 7:30 PM *Book Lovers Reading Group* The title to be discussed tonight will be "The Death and Life of the Great Lakes" by Dan Egan.
- Tuesday, January 22; 2:30 - 4:00 PM *Books of Our Lives Book Club* book selection will be "The Art of Racing in the Rain" by Garth Stein.
- Tuesday, January 29; 9:30 - 4:30 PM *AARP Driver Safety Course*
- Tuesday, January 29, 6:00 - 8:00 PM *Introduction to Feng Shui*
- Wednesday, January 2: 6:00 - 7:00 PM *B.Y.O. Book Book Club at Stockdale's Bar & Grill*
- 4th Monday of the month *Monday Writers Group*
- Tuesdays - 1:00 - 3:00 PM *Dunham Needle Crafters*
- Wednesdays - 5:30 - 6:30 PM *Chair Yoga with Noi Moore*
- Thursdays - 4:30 - 5:30 PM *Tai Chi*

**Children's Programming**

- Tuesday, January 15: 11:00 - 12:00 PM *Messy Kid Art - Fall/Winter Edition*
- Monday, January 21: 11:00 - 12:30 PM *Postmodern Paint Box – Snowflakes*
- Saturday, January 26 : 2:00 - 3:00 PM *Teen DIY* This month's project is winter sparkle
- Mondays 3:30 - 4:30 PM *Bear, the Tail Waggin' Tutor Two and his human Linnea*
- Tuesday & Thursdays 3:30 - 4:30 PM *Dixie, the Tail Waggin' Tutor and her human Karen*
- Wednesdays 6:30 - 8:00 PM *Chess Club* with Tom Chomczak
- Thursdays 3:30 - 4:30 PM *Dixie, the Tail Waggin' Tutor and her human Karen*
- Fridays at 3:30 - 4:30 PM *® STEAMworks Ability Lab*
- So much more, see <http://www.whitesborolibrary.org/> for full list of recurring programs with Miss Sharon, Miss Christina, Miss Char and Miss Abby

**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:

- Rotary tabling, Sangertown Mall December 14th
- DPL Holiday Potluck, December 19th
- Green Partnership dashboard overview, Kim Rudwall and April Bliss, December 20th
- Literacy Coalition Gift wrapping/outreach, Sangertown Mall, December 22nd
- Delivery of our new book drop cart, January 2nd
- BYOB Book club at Stockdale's Bar & Grill, January 2nd

**Items to Announce/Discuss**

- North-west foyer progress report