

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of March 12, 2019

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

CALL TO ORDER: President Susan Collver called the meeting to order at 6:05 PM.

DISCUSSION with the PUBLIC: None

DISPOSITION OF MINUTES: Patricia Samarco moved to accept the February 13, 2019 minutes, Susan Collver seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT:

- a. Susan Collver moved to accept the corrected Abstract of Claims dated January 9, 2019 to February 12, 2019 totaling \$142,570.10. Patricia Samarco seconded. The motion was adopted.
- b. Susan Collver moved to accept the Abstract of Claims dated February 13, 2019 to March 12, 2019 totaling \$72,469.73. R. Scott Smith seconded. The motion was adopted.

DIRECTOR'S REPORT: See Attached

OLD BUSINESS: None

NEW BUSINESS:

- a. After a brief review, Patricia Samarco moved to accept the updated version of the Disaster Plan policy. R. Scott Smith seconded. The motion was adopted.
- b. Additionally it was proposed that language dealing with compensation for employees scheduled to work during a weather emergency closing be clarified. R. Scott Smith moved to accept the updated language. Susan Collver seconded. The motion was adopted
- c. The 2018 NYS Annual report was presented by Director April Bliss. R. Scott Smith moved to approve it. Susan Collver seconded. The motion was adopted
- d. After a lengthy discussion Susan Collver moved to accept the 2019-2020 budget. Patricia Samarco seconded. The motion was adopted.

ANNOUNCEMENTS: None

COMMUNICATIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT: Patricia Samarco moved to adjourn the meeting, Susan Collver seconded. The meeting was adjourned at 7:26 PM.

Next meeting will be on Tuesday April 9, 2019 at 6:00 PM.

Respectively submitted

Susana Tuttle, Recording Secretary

CORRECTED January 2019 - February 2019 Abstract

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS

January 9, 2019 - February 12, 2019

CORRECTED

Claims Dated: 1/7/2019 - 2/12/2019

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	\$455.72	7538	
297	1/22/2019	18-149	Beebe Construction Sevices	6090 Captial 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	\$455.72	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	\$455.72	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 Ability Lab	5400 Library Materials	285.00	\$285.00	7548	
314	2/4/2019	Mother Goose	Joanne Yacovella	5400 Library Materials	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	Aflac	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	

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321	2/5/2019	Stamps	US Postal Service	6800 Petty Cash/ Postage	110.00	\$110.00	7555	
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	

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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	
374	1/31/2019	38643865	Ingram	5400 Library Materials	31.28	\$2,399.64	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	\$2,399.64	7565	
377	2/7/2019	38751398	Ingram	5400 Library Materials	58.27	\$2,399.64	7565	
					TOTAL CLAIMS	142,570.10		

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

March 12, 2019 and approved claims totaling \$142,570.10

Susana F. Tuttle 3/12/19
 Board Secretary or Trustee Date

February 2019 - March 2019 Abstract

416	3/11/2019	12660978	Cintas	6100 Building & Maintenance	49.46	\$49.46	7595
417	3/12/2019	115154	Swish White River	6100 Building & Maintenance	27.90	\$27.90	7596
418	1/31/2019	38643864	Ingram	5400 Library Materials	24.75	\$2,464.46	7571
419	2/1/2019	38661171	Ingram	5400 Library Materials	73.43	\$2,464.46	7571
420	2/3/2019	38677480	Ingram	5400 Library Materials	110.47	\$2,464.46	7571
421	2/5/2019	38711724	Ingram	5400 Library Materials	11.88	\$2,464.46	7571
422	2/8/2019	38777164	Ingram	5400 Library Materials	37.62	\$2,464.46	7571
423	2/10/2019	38783284	Ingram	5400 Library Materials	45.46	\$2,464.46	7571
424	2/11/2019	38794566	Ingram	5400 Library Materials	15.60	\$2,464.46	7571
425	2/11/2019	38794567	Ingram	5400 Library Materials	23.88	\$2,464.46	7571
426	2/11/2019	38794568	Ingram	5400 Library Materials	17.60	\$2,464.46	7571
427	2/12/2019	38813238	Ingram	5400 Library Materials	144.75	\$2,464.46	7571
428	2/13/2019	38831262	Ingram	5400 Library Materials	64.18	\$2,464.46	7571
429	2/13/2019	38835066	Ingram	5400 Library Materials	114.56	\$2,464.46	7571
430	2/13/2019	38831263	Ingram	5400 Library Materials	18.05	\$2,464.46	7571
431	2/14/2019	38853554	Ingram	5400 Library Materials	60.49	\$2,464.46	7571
432	2/14/2019	38853555	Ingram	5400 Library Materials	444.35	\$2,464.46	7571
433	2/14/2019	38853556	Ingram	5400 Library Materials	62.25	\$2,464.46	7571
434	2/15/2019	38879181	Ingram	5400 Library Materials	11.94	\$2,464.46	7571
435	2/17/2019	38885200	Ingram	5400 Library Materials	13.99	\$2,464.46	7571
436	2/19/2019	38915631	Ingram	5400 Library Materials	27.99	\$2,464.46	7571
437	2/19/2019	38912386	Ingram	5400 Library Materials	83.30	\$2,464.46	7571
438	2/20/2019	38937165	Ingram	5400 Library Materials	18.89	\$2,464.46	7571
439	2/21/2019	38952337	Ingram	5400 Library Materials	21.99	\$2,464.46	7571
440	2/21/2019	38952338	Ingram	5400 Library Materials	51.02	\$2,464.46	7571
441	2/21/2019	38957044	Ingram	5400 Library Materials	10.48	\$2,464.46	7571
442	2/21/2019	38952339	Ingram	5400 Library Materials	11.39	\$2,464.46	7571
443	2/22/2019	38969225	Ingram	5400 Library Materials	20.99	\$2,464.46	7571
444	2/22/2019	38976745	Ingram	5400 Library Materials	11.94	\$2,464.46	7571
445	2/24/2019	38982073	Ingram	5400 Library Materials	63.67	\$2,464.46	7571
446	2/25/2019	38996467	Ingram	5400 Library Materials	64.62	\$2,464.46	7571
447	2/25/2019	38996468	Ingram	5400 Library Materials	33.94	\$2,464.46	7571
448	2/26/2019	39010823	Ingram	5400 Library Materials	11.94	\$2,464.46	7571
449	2/26/2019	39014230	Ingram	5400 Library Materials	34.99	\$2,464.46	7571
450	2/27/2019	39034575	Ingram	5400 Library Materials	44.18	\$2,464.46	7571
451	2/28/2019	39055998	Ingram	5400 Library Materials	114.35	\$2,464.46	7571
452	2/28/2019	39055999	Ingram	5400 Library Materials	35.95	\$2,464.46	7571
453	2/28/2019	39059523	Ingram	5400 Library Materials	17.47	\$2,464.46	7571
454	3/5/2019	39113120	Ingram	5400 Library Materials	135.79	\$2,464.46	7571
455	3/5/2019	39113121	Ingram	5400 Library Materials	22.88	\$2,464.46	7571
456	3/5/2019	39113122	Ingram	5400 Library Materials	58.79	\$2,464.46	7571
457	3/5/2019	39113123	Ingram	5400 Library Materials	12.49	\$2,464.46	7571
458	3/6/2019	39136381	Ingram	5400 Library Materials	138.69	\$2,464.46	7571
459	3/7/2019	39154618	Ingram	5400 Library Materials	99.14	\$2,464.46	7571
460	3/7/2019	39154619	Ingram	5400 Library Materials	22.33	\$2,464.46	7571
TOTAL CLAIMS					72,469.73		

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

March 12, 2019 and approved claims totaling 72,469.73

Susana F. Tuttle
Board Secretary or Trustee

3/12/19
Date

February 2019 - March 2019 Abstract

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS

February 13, 2019 - March 12, 2019

Claims Dated: 1/31/2019 - 3/12/2019

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
378	2/12/2018	2052524	WT.Cox	5400 Library Materials	54.48	\$152.72	7578	
379	2/12/2019	Chair Yoga 3/27	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7572	
380	2/12/2019	Chair Yoga 4/3	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7597	
381	2/12/2019	Chair Yoga 4/10	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7599	
382	2/13/2019	0036770-IN	Mid-York Library System	5200 Health	13,533.08	\$13,533.08	7573	
383	2/14/2019	184278	Catskill Spring Water	5400 Library Materials 6700 Office & Library Supplies	32.40 32.40	\$64.80	7574	
384	2/14/2019	11467	Abdoo Security & Automation	6090 Capital Project Expense	150.00	\$150.00	7575	
385	2/14/2019	Payroll 2/15/19	WCS Trust & Agency Fund	5000 Salaries 5100 Social Security & Medicare 5200 Health 6600 Insurance	20,678.44 1,563.00 -1,500.02 -27.60	\$20,713.82	7567	X
386	2/15/2019	1504937-0	Hummels Office Plus	6700 Office & Library Supplies	105.92	\$121.41	7576	
387	2/16/2019	77759	Utica Spray & Chemical Co Inc	6100 Building & Maintenance	174.27	\$174.27	7577	
388	2/19/2019	3060162	WT.Cox	5400 Library Materials	54.48	\$152.72	7578	
389	2/21/2019	80107	National Grid	6200 Fuel (Gas Heat)	943.10	\$943.10	EFT	X
390	2/21/2019	83106	National Grid	6400 Electricity	444.73	\$443.73	EFT	X
391	2/21/2019	1664328	Center Point Large Print	5400 Library Materials	23.37	\$23.37	7579	
392	2/21/2019	8043	Alesia & Crewell Architects P.C.	6090 Capital Project	938.00	\$938.00	7592	
393	2/22/2019	9790	Pitney Bowes	6800 Petty Cash / Postage	100.00	\$100.00	EFT	X
394	2/22/2019	Adult SPR	Rosemary Manley	5400 Library Materials	13.00	\$26.00	7580	
395	2/23/2019	1504937-1	Hummels Office Plus	6700 Office & Library Supplies	15.49	\$121.41	7576	
396	2/25	2052524	WT.Cox	5400 Library Materials	84.59	\$152.72	7578	
397	2/27	7	Bee Bee Construction Services Inc	6090 Capital Project Expenses	6,401.10	\$6,401.10	7581	
398	2/27/2019	190510037499330	Direct Energy	6400 Electricity	635.94	\$635.94	EFT	X
399	2/28/2019	434	Key Bank - Sharon T	5400 Library Materials	4.00	\$4.00	7598	
400	2/28/2019		Key Bank - April B	5400 Library Materials 6700 Office & Library Supplies 6100 Building & Maintenance 7300 Public Relations & Printing	571.01 136.84 25.51 161.35	\$894.71	7582	
401	2/28/2019	Payroll 3/2/2019	WCS Trust & Agency Fund	5000 Salaries 5100 Social Security & Medicare 5200 Health 6600 Insurance	20,958.15 1,584.41 -1,500.02 -27.60	\$21,014.94	7568	X
402	2/28/2019	6331	RFC Contracting Inc	6090 Capital Project	1,450.00	\$1,450.00	7583	
403	2/28/2019	595551	TCN, Inc	6500 Telephone	66.75	\$66.75	7586	
404	3/2/2019	134870	Aflac	5200 Health	165.98	\$165.98	7584	
405	3/4/2019	4930160-0201942	The Paul Revere Life Insurance	5200 Health	514.32	\$514.32	7585	
406	3/4/2019	Adult Craft	Rosemary Manley	5400 Library Materials	13.00	\$26.00	7580	
407	3/8/2019	2052524	WT.Cox	5400 Library Materials	16.92	\$152.72	7578	
408	3/8/2019	63564500319	Northland Communications	6500 Telephone	139.51	\$139.51	7587	
409	3/11/2019	6937	I Tech Associates	7400 Computers / Software	293.00	\$293.00	7588	
410	3/11/2019	Mother Goose	Joanne Yacovella	5400 Library Materials	125.00	\$125.00	7589	
411	3/11/2019	1	Steamworks	5400 Library Materials	400.00	\$400.00	7590	
412	3/11/2019	Children's Yoga	Sara Miller	5400 Library Materials	60.00	\$60.00	7591	
413	3/11/2019	Petty Cash	Herman Mosher	6100 Building & Maintenance 5400 Library Materials	27.60 86.00	\$113.60	7818	
414	3/11/2019	February Mileage	April Bliss	7000 Conferences / Workshops	100.58	\$100.58	7593	
415	3/11/2019	February Mileage	Herman Mosher	7000 Conferences / Workshops	15.43	\$15.43	7594	

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 Tail Waggin' Tutor Two and his human Linnea*
- Tuesday & Thursdays 3:30 - 4:30 *Dixie, the Tail 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 Prevention 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

45.0 WEATHER EMERGENCIES

45.1 The Director will determine if the library will be closed.

45.2 The Director will determine if staff members are to be sent home early.

45.3 Staff members will normally be notified prior to the start of their shift if the library is to be closed.

~~45.4 Absence due to weather emergencies will be counted as leave with pay if the library is officially closed.~~

If the library is officially closed, employees will be paid based on their scheduled hours for that day as previously approved by their supervisor.

45.5 Notice will be sent to the news media.

Expenditures	Current Year 2018-2019	Proposed Budget 2019-2020
Salaries	\$ 560,320	\$ 597,000
Social Security & Medicare	\$ 44,000	\$ 48,000
Health	\$ 150,000	\$ 150,000
New York State Retirement	\$ 85,000	\$ 80,000
Library Materials	\$ 105,000	\$ 108,000
Computer Services	\$ 31,000	\$ 28,000
Building & Maintenance	\$ 32,000	\$ 39,000
Fuel	\$ 6,000	\$ 6,000
Water	\$ 1,300	\$ 1,400
Electric	\$ 18,000	\$ 15,000
Telephone	\$ 2,500	\$ 3,000
Insurance	\$ 15,000	\$ 16,000
Office & Library Supplies	\$ 9,000	\$ 9,000
Petty Cash/Postage	\$ 3,500	\$ 2,000
Equipment	\$ 10,000	\$ 10,000
Conferences/Workshops	\$ 5,000	\$ 5,000
Professional Fees	\$ 20,000	\$ 20,000
Public Relations & Printing	\$ 1,800	\$ 1,800
Computers/Software	\$ 13,000	\$ 13,000
Miscellaneous	\$ 300	\$ 300
Capital Improvements	\$ 50,000	\$ 50,000
Total Expenditures	\$ 1,162,720	\$ 1,202,500

Revenue		
Tax Proposition 1	\$ 1,027,188	\$ 1,062,968
Tax Proposition 2: Capital Improv.	\$ 50,000	\$ 50,000
TOTAL TAX	\$ 1,077,188	\$ 1,112,968
Oneida County grant	\$ 30,632	\$ 30,632
State aid	\$ 6,700	\$ 6,700
Fines	\$ 500	\$ 500
Additional revenue	\$ 31,700	\$ 31,700
Interest	\$ -	\$ -
Estimated balance	\$ 16,000	\$ 20,000
TOTAL	\$ 1,162,720	\$ 1,202,500

Proposition 2: Shall the proposition set forth authorizing the appropriation of \$50,000 to be used for capital improvements, be raised by an additional tax levy collected in annual installments, with school district obligations, to be collected in the 2019-2020 fiscal year, be approved?

NOTICE IS ALSO GIVEN that, at the same time and place as the Annual School District Election, the election of a Trustee for the Dunham Public Library Board of Trustees shall be conducted to vote on the following:

To elect one (1) Trustee of the Board of Trustees of the Dunham Public Library of Whitesboro, New York, for a five (5) year term commencing October 1, 2019 and ending September 30, 2024 to fill the vacancy caused by the expiration of the term of Patricia Samarco.

NOTICE IS ALSO GIVEN that, in conjunction with the Annual School District Meeting and General Election, the following propositions with regard to the Dunham Public Library, shall be submitted concurrently with, but separately from, those related to the School District's Annual Meeting and General Election:

PROPOSITION NO. 1 – Library Budget

Shall the proposition set forth in the notice of this meeting authorizing the adoption of the proposed 2019-2020 operating budget of Dunham Public Library in the amount of \$ \$1,202,500.00 and providing for \$1,062,968.00 of said total amount to be raised by a tax levy collected in annual installments, with school district obligations, to be collected in the 2019-2020 fiscal year, be approved?

PROPOSITION NO. 2 – Library Capital Improvement

Shall the proposition set forth authorizing the appropriation of \$50,000 to be used for capital improvements, be raised by an additional tax levy collected in annual installments, with school district obligations, to be collected in the 2019-2020 fiscal year, be approved?