

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of May 14, 2019

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 5:31 PM.

DISCUSSION with the PUBLIC: None (Held at 6:00 PM, at the end of the regular session)

DISPOSITION OF MINUTES: Susan Collver moved to accept the April 9, 2019 minutes, Sally Swierczek seconded. The motion was adopted.

PRESIDENT'S REPORT: Susan Collver, Susana Tuttle and April Bliss met with Andy Alesia to discuss suggestions for the children's room. Andy Alesia will be supplying the board with a cost estimate.

FINANCIAL REPORT:

- a. Patricia Samarco moved to accept the Abstract of Claims dated April 10, 2019 to May 14, 2019 totaling \$97,633.37. Susan Collver seconded. The motion was adopted.

DIRECTOR'S REPORT: See Attached

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: An \$800 CLRC professional development grant was awarded to April Bliss.

COMMUNICATIONS: The wife of long time patron Charles (Chuck) Miller sent a very nice card thanking the staff for their condolences. Her husband truly enjoyed his trips to the library and she was really grateful for that as well.

EXECUTIVE SESSION: None

ADJOURNMENT: Sally Swierczek moved to adjourn the meeting, Susan Collver seconded. The meeting was adjourned at 5:55 PM.

Next meeting will be on Tuesday June 11, 2019 at 6:00 PM.

Respectively submitted

Susana Tuttle, Recording Secretary

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS

March 12, 2019 - April 9, 2019

Claims Dated:

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
541	4/4/2019	Chair Yoga 5/22/2019	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7644	
542	4/4/2019	Chair Yoga 5/29/2019	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7664	
543	4/4/2019	Chair Yoga 6/5/2019	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7665	
544	4/4/2019	Chair Yoga 6/12/2019	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7666	
545	4/10/2019	11	Penguin Technology	5400 Library Materials	500.00	\$500.00	7645	
546	4/11/2019	Payroll 4/12/2019	WCS Trust & Agency Fung	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	20,614.71 1,558.15 -1,500.02 -27.60	\$20,645.24	7633	X
547	4/11/2019	188757	Catskills Spring Water	5400 Library Materials 6700 Office & Library Supplies	27.00 27.00	\$54.00	7646	
548	4/12/2019	Mileage GOAT Teen Service	Kimberly Rudwall	7000 Conferences / Workshops	123.96	\$123.96	7637	
549	4/12/2019	15776	The James Hopps Company	6700 Office & Library Supplies	94.00	\$94.00	7638	
550	4/13/2019	6472681	Potentia Management Group	6100 Building & Maintenance	483.00	\$483.00	7639	
551	4/15/2019	1525511	Hummel's Office Plus	7700 Staff 6700 Office & Library Supplies	68.96 0.59	\$167.47	7640	
552	4/15/2019	ATIS-17635	ATIS Elevator Inspections LLC	6100 Building & Maintenance	200.00	\$200.00	7641	
553	4/15/2019	0551241-IN	Penworthy	5400 Library Materials	980.28	\$980.28	7642	
554	4/15/2019	0036883-IN	Mid-York Library System	5400 Library Materials 6700 Office & Library Supplies 6100 Building & Maintenance	208.54 310.60 440.08	\$16,303.22	7643	
556	4/22/2019	80107	National Grid	6200 Fuel (Gas Heat)	434.47	\$434.47	EFT	X
557	4/22/2019	83106	National Grid	6400 Electricity	426.24	\$426.24	EFT	X
558	4/22/2019	9790	Pitney Bowes	6800 Petty Cash / Postage 7500 Miscellaneous	200.00 29.99	\$229.99	EFT	X
559	4/22/2019	11583	Abdoe	6090 Capital Project Expenses	325.00	\$325.00	7647	
560	4/23	Supplies Adult Programs	Rosemary Manley	5400 Library Materials	38.99	\$68.99	7648	
561	4/23/2019	Supplies Adult Programs	Rosemary Manley	5400 Library Materials	30.00	\$68.99	7648	
562	4/23/2019	Easter Bunny	Donna Ray-Dellanno	5400 Library Materials	50.00	\$50.00	7649	
563	4/25/2019	Payroll 4/26/19	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	20,708.13 1,565.29 -1,500.02 -26.40	\$20,747.00	7634	X
567	4/26/2019	191120038141996	Direct Energy	6400 Electricity	490.98	\$490.98	EFT	X
568	4/26/2019	0036890-IN	Mid-York Library System	5200 Health	13,533.08	\$16,303.22	7646	
569	4/26/2019	ARU0282555	Know Buddy Resources	5400 Library Materials	541.67	\$541.67	7650	
570	4/26/2019	434	Key Bank - Sharon	5400 Library Materials 7400 Computer / Software	3.00 645.00	\$648.00	7661	
571	4/26/2019	2757	Key Bank - April	6100 Building & Maintance 7400 Computer / Software 7000 Confreences / Workshops 6700 Office & Library Supplies 7960 Dunham Endow. Purchase 5400 Library Materials 1200 Suspense	87.17 161.38 675.50 263.09 422.45 584.21 87.50	\$2,281.30	7667	
572	4/27/2019	6984	i-tech	7400 Computer / Software	494.00	\$3,921.00	7651	
573	4/29/2019	4930160-0412772	The Paul Revere Life Insurance	5200 Health	514.32	\$514.32	7652	
574	4/30/2019	8066	Alesia & Crewell Architects, P.C.	6090 Capital Project Expenses	1,876.00	\$2,876.00	7653	
575	4/30/2019	179549	Aflac	5200 Health	165.98	\$165.98	7654	

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576	5/1/2019	TCN62538	TCN Inc	6500 Telephone	65.58	\$65.58	7655	
577	5/2/2019	6991	I-tech	6100 Building & Maintance	1,442.00	\$3,921.00	7651	
578	5/2/2019	1	Rachel Williams	5400 Library Materials	27.75	\$27.75	7658	
579	5/6/2019	1530943-0	Hummel's Office Plus	6700 Office & Library Supplies	97.92	\$167.47	7640	
580	5/6/2019	1531835-0	Hummel's Office Plus	6700 Office & Library Supplies	12.99	\$167.47	7640	
581	5/6/2019	1	Annika Heacock-Cerrito	5400 Library Materials	30.53	\$30.53	7656	
582	5/6/2019	Stamps	USPS	6800 Petty Cash / Postage	275.00	\$275.00	7657	
583	5/8/2019	63564500519	Nortland Communication	6500 Telepone	143.23	\$143.23	7659	
584	5/10/2019	7010	I-tech	6100 Building & Maintance	1,985.00	\$3,921.00	7651	
585	5/10/2019	Payroll date 5/10/2019	WCS Trust & Agency Fund	5000 Salaries & Wages	20,689.17			
				5100 Social Security & Medicare	1,563.83			
				5200 Health	-1,500.02			
				6600 Insurance	-26.40	\$20,726.58	7635	X
586	5/13/2019	May Millage	April Bliss	7000 Conferences / Workshops	45.39	\$45.36	7660	
587	5/13/2019	C1530943-0	Hummel's Office Plus	6700 Office & Library Supplies	-12.99	\$167.47	7640	
589	5/13/2019	8072	Alesia & Crewell Archltects, P.C.	6090 Capital Project Expenses	1,000.00	\$2,876.00	7653	
590	5/13/2019	0036944-IN	Mid-York Library Supplies	5400 Library Materials	1,008.05			
				7400 Computer / Software	788.80			
				6700 Office & Library Supplies	23.85			
				4300 Library Fines	-9.78	\$16,303.22	7643	
591	5/14/2019	Petty Cash	Herman Mosher	5400 Library Materials	95.00			
				6100 Building & Maintance	74.79	\$169.79	7820	
592	5/14/2019	April Milleage	Herman Mosher	7000 Conferences / Workshops	20.53	\$20.53	7663	
593	4/3/2019	39543242	Ingram	5400 Library Materials	34.99	\$2,736.88	7636	
594	4/4/2019	39560347	Ingram	5400 Library Materials	62.13	\$2,736.88	7636	
595	4/8/2019	39605110	Ingram	5400 Library Materials	121.75	\$2,736.88	7636	
596	4/8/2019	39605111	Ingram	5400 Library Materials	17.90	\$2,736.88	7636	
597	4/9/2019	39622447	Ingram	5400 Library Materials	543.30	\$2,736.88	7636	
598	4/9/2019	39622448	Ingram	5400 Library Materials	67.63	\$2,736.88	7636	
599	4/9/2019	39625838	Ingram	5400 Library Materials	32.18	\$2,736.88	7636	
600	4/10/2019	39645748	Ingram	5400 Library Materials	72.51	\$2,736.88	7636	
601	4/10/2019	39645749	Ingram	5400 Library Materials	34.24	\$2,736.88	7636	
602	4/10/2019	39648531	Ingram	5400 Library Materials	87.46	\$2,736.88	7636	
603	4/10/2019	39648532	Ingram	5400 Library Materials	76.84	\$2,736.88	7636	
604	4/11/2019	39663013	Ingram	5400 Library Materials	41.25	\$2,736.88	7636	
605	4/11/2019	39663014	Ingram	5400 Library Materials	47.60	\$2,736.88	7636	
606	4/12/2019	39679695	Ingram	5400 Library Materials	13.97	\$2,736.88	7636	
607	4/14/2019	39694517	Ingram	5400 Library Materials	31.46	\$2,736.88	7636	
608	4/15/2019	39706707	Ingram	5400 Library Materials	74.74	\$2,736.88	7636	
609	4/16/2019	39722658	Ingram	5400 Library Materials	63.00	\$2,736.88	7636	
610	4/16/2019	39722659	Ingram	5400 Library Materials	33.79	\$2,736.88	7636	
611	4/16/2019	39726054	Ingram	5400 Library Materials	34.99	\$2,736.88	7636	
612	4/17/2019	39743944	Ingram	5400 Library Materials	56.29	\$2,736.88	7636	
613	4/18/2019	39764472	Ingram	5400 Library Materials	21.99	\$2,736.88	7636	
614	4/18/2019	39764473	Ingram	5400 Library Materials	48.73	\$2,736.88	7636	
615	4/18/2019	39764474	Ingram	5400 Library Materials	52.39	\$2,736.88	7636	
616	4/19/2019	39790950	Ingram	5400 Library Materials	27.63	\$2,736.88	7636	
617	4/19/2019	3970951	Ingram	5400 Library Materials	70.19	\$2,736.88	7636	
618	4/23/2019	39818828	Ingram	5400 Library Materials	32.78	\$2,736.88	7636	
619	4/23/2019	39818829	Ingram	5400 Library Materials	35.82	\$2,736.88	7636	
620	4/24/2019	39840270	Ingram	5400 Library Materials	138.35	\$2,736.88	7636	
621	4/25/2019	39859514	Ingram	5400 Library Materials	31.40	\$2,736.88	7636	
622	4/26/2019	39884702	Ingram	5400 Library Materials	58.79	\$2,736.88	7636	
623	4/26/2019	39884703	Ingram	5400 Library Materials	46.21	\$2,736.88	7636	
624	4/30/2019	39915130	Ingram	5400 Library Materials	125.17	\$2,736.88	7636	

**Director's Report
Board of Trustees Meeting – Dunham Public Library
For May 14, 2019**

Library Goals 2017-2022

Goal 1: Provide our community with access to books, movies, misc, reference material, magazines, newspapers, and other media.

- Clerical Meeting, April 16th
- Adult Collection Development, April 17th
- Digitization Grant meeting with Marc CLRC, April 18th

Goal 2: Provide our community with a modern, technologically up-to-date environment.

- Mark Volz - computer upgrade throughout the period
- April - met with John Fauss at iTech to update our tech service agreement, April 29th
- iTech installed a new vending device for patron printer, May 6th
- Northland Communications updated telephone software, May 6th

Goal 3: Provide our community with a facility that is safe, welcoming, accessible & comfortable.

- Staff and Board of Trustees Ribbon Cutting for North West Foyer, April 17th
- April - Mid York Construction Grant Training, April 24th
- April, Sue Collver, Susana Tuttle and Andy Alesia met regarding future library construction, April 25th

Goal 4: Provide our community with life-long learning opportunities.

- April/Jaime - Raised bed garden and outdoor space, April 25th
- Program Committee meeting, May 8th
- Sharon/April - CNY Art Grant \$500 award
- Sharon/Christina - Kindergarten library visit, May 1st and 2nd

Goal 5: Promote the library as a resource by providing community strengthening programs

- Kim - GOAT2 - (Greatest of All Time) Teen Service Training, April 11th
- April/Christina - LGBTQ Training at Mid York, April 24th
- April - 2020 Census meeting, Utica NYS Office Bldg, April 26th
- April - Navigating Our Transportation Future: Preparing NYS for Autonomous Vehicles, May 3rd
- Kim, Jeneé, and April - Met to discuss part time staff scheduling for Sexual Harassment Prevention Training, May 6th
- Dennis - assisted the writer by supplying resources for the Greater Utica George Earl Dunham article, May 2019 issue