

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of July 9, 2019

PRESENT: Susan Collver (arrived at 6:15), Patricia Samarco, R. Scott Smith, Sally Swierczek, Susana Tuttle

CALL TO ORDER: Vice-President Sally Swierczek called the meeting to order at 6:07 PM.

DISCUSSION with the PUBLIC: None

DISPOSITION OF MINUTES: Patricia Samarco moved to accept the June 11, 2019 minutes, R. Scott Smith seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT:

- a. R. Scott Smith moved to accept the Abstract of Claims dated June 11, 2019 to July 9, 2019 totaling \$72,229.71. Susan Collver seconded. The motion was adopted.

DIRECTOR'S REPORT: See Attached

OLD BUSINESS:

1. R. Scott Smith reported on the status of the interfaith book club. The tentative start date will be either September or October 2019.

NEW BUSINESS:

1. Donation from the Estate of Kathleen A. Perreault and signing of the receipt and release document.

ANNOUNCEMENTS: None

COMMUNICATIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT: Sally Swierczek moved to adjourn the meeting, R. Scott Smith seconded. The meeting was adjourned at 6:45 PM.

Next meeting will be on Tuesday August 13, 2019 at 6:00 PM.

Respectively submitted

Susana Tuttle, Recording Secretary

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS

June 12, 2019 - July 9, 2019

Claims Dated: 05/31/2019 - 07/09/2019

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
715	6/1/2019	Book Sale Tax	State of New York Dept. Tax & Finance	4595 In House Book Sale	207.57	\$207.57	EFT	X
716	6/3/2019	SRP Moreland the Magician	David Moreland	5400 Library Materials	615.00	\$615.00	7703	
717	6/3/2019	Music & Movement 7/17	Erin Curtin Telesca	5400 Library Materials	50.00	\$50.00	7705	
718	6/3/2019	Music & Movement 7/24	Erin Curtin Telesca	5400 Library Materials	50.00	\$50.00	7724	
719	6/3/2019	Music & Movement 7/31	Erin Curtin Telesca	5400 Library Materials	50.00	\$50.00	7726	
720	6/3/2019	3409	CAIN Magic Company	5400 Library Materials	500.00	\$500.00	7731	
721	6/7/2019	Chair Yoga 7/17	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7704	
722	6/7/2019	Chair Yoga 7/24	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7723	
723	6/7/2019	Chair Yoga 7/31	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7727	
724	6/7/2019	Chair Yoga 8/7	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7729	
725	6/7/2019	Chair Yoga 8/14	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7732	
726	6/11/2019	Board Donatlon	Whitesboro Fire Department	7960 Dunham Endow. Purchase	50.00	\$50.00	7701	X
727	6/11/2019	Board Donation	Whitestown P.B.A.	7960 Dunham Endow. Purchase	50.00	\$50.00	7700	X
728	6/12/2019	0037056-IN	Mid-York Library Systme	5400 Library Materials 7400 Computer / Software 6700 Office & Library Supplies	565.92 248.99 118.00	\$15,341.99	7734	
729	6/13/2019	193376	Catskill Spring Water	6700 Office & Library Supplies 5400 Library Materials	21.60 21.60	\$43.20	7706	
730	6/14/2019	30474	Mohawk Valley Water Authority	6300 Water	365.50	\$365.50		
731	6/17/2019	N116357 / S	Swish White River	6100 Building & Maintance	295.60	\$295.60	7704	
732	6/18/2019	324281	Guardian	5200 Health	2,970.21	\$2,970.21	EFT	X
733	6/19/2019	Payroll 6/21/2019	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	21,787.51 1,647.85 -1,640.02 -31.20	\$21,764.14	7696	X
734	6/20/2019	LTA Membership	Library Trustees Association of NYS	7000 Confernces / Workshop	225.00	\$225.00	7709	
735	6/21/2019	1091963	General Security	6100 Build & Maintenance	84.75	\$84.75	7710	
736	6/22/2019	80107	National Grid	6200 Fuel (Gas Heat)	39.50	\$36.50	EFT	X
737	6/22/2019	83106	National Grid	6400 Electricity	581.73	\$581.73	EFT	X
738	6/24/2019	9790	Pitney Bowes	6800 Petty Cash / Postage	150.00	\$150.00	EFT	X
739	6/24/2019	037061-IN	Mid-York Library System	5200 Health	14,409.08	\$15,341.99	7734	
740	6/24/2019	Adult SRP	Rosemary Manley	5400 Library Materials	30.69	\$124.20	7711	
741	6/25/2019	Adult SRP	Rosemary Manley	5400 Library Materials	12.00	\$124.20	7711	
742	6/26/2019	Smart Shopper	Elizabeth Droz	6700 Office & Library Supplies	240.00	\$240.00	7712	
743	6/28/2019	434	Key Bank - Sharon T.	5400 Library Materials	149.58	\$149.58	7722	
744	6/28/2019	2757	Key Bank - April B.	5400 Library Materials 6700 Office & Library Supplies 6100 Building & Maintenance 7000 Confernces / Workshops	440.71 36.62 106.93 70.75	\$655.01	7725	
745	7/1/2019	430160-607554	The Paul Revere Life Insurance Company	5200 Health	514.32	\$514.32	7713	
746	7/1/2019	81519	Out of the Cage Pet Mobile	5400 Library Materials	226.00	\$226.00	7714	
747	7/1/2019	191760038814172	Direct Energy	6400 Electricity	434.87	\$434.87	EFT	
748	7/1/2019	65049	TCN Inc	6500 Telephone	62.28	\$62.28	7715	
749	7/2/2019	224707	Aflac	5200 Health	165.98	\$165.98	7716	
750	7/3/2019	7045	Itech Associates	7400 Computer / Software	448.00	\$448.00	7717	
751	7/5/2019	SRP Performer	Joanne Robertson	5400 Library Materials	135.00	\$135.00	7718	
752	7/8/19	Payroll 7/5/19	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health	21,841.96 1,652.02 -1,570.02			

June 2019 - July 2019 Abstract

				6600 Insurance	-31.20	\$21,892.76	7698	X
753	7/8/2019	SPR Adult program	Rosemary Manley	5400 Library Materials	64.08	\$124.20	7711	
754	7/8/2019	Summer Tea Party	Rosemary Manley	5400 Library Materials	13.95	\$124.20	7711	
755	7/8/2019	63564500719	Northland Communications	6500 Telephone	140.75	\$140.75	7719	
756	7/8/2019	July Mileage	Rosemary Manley	7000 Conferences / Workshop	3.48	\$124.20	7711	
757	7/8/2019	Summer Performer	Alex Kofi Dankwa	5400 Library Materials	300.00	\$300.00	7720	
758	7/8/2019	SPR Promgram	Penguin Technology	5400 Library Materials	150.00	\$150.00	7730	
759	7/9/2019	Petty Cash	Herman Mosher	6100 Building & Maintance	32.00			
				5400 Library Materials	41.50	\$73.50	7823	
760	7/9/2019	June Millage	Herman Mosher	7000 Conferences / Workshops	19.72	\$19.72	7721	
761	5/31/2019	40373576	Ingram	5400 Library Materials	147.59	\$2,913.55	7728	
762	6/4/2019	40417310	Ingram	5400 Library Materials	44.98	\$2,913.55	7728	
763	6/5/2019	40439686	Ingram	5400 Library Materials	119.35	\$2,913.55	7728	
764	6/6/2019	40455651	Ingram	5400 Library Materials	67.08	\$2,913.55	7728	
765	6/6/2019	40455652	Ingram	5400 Library Materials	83.70	\$2,913.55	7728	
766	6/7/2019	40480374	Ingram	5400 Library Materials	67.87	\$2,913.55	7728	
767	6/7/2019	40471092	Ingram	5400 Library Materials	66.43	\$2,913.55	7728	
768	6/11/2019	40512082	Ingram	5400 Library Materials	38.35	\$2,913.55	7728	
769	6/12/2019	40532590	Ingram	5400 Library Materials	46.75	\$2,913.55	7728	
770	6/12/2019	40532591	Ingram	5400 Library Materials	49.17	\$2,913.55	7728	
771	6/12/2019	40532592	Ingram	5400 Library Materials	15.60	\$2,913.55	7728	
772	6/12/2019	40535353	Ingram	5400 Library Materials	38.48	\$2,913.55	7728	
773	6/14/2019	40564059	Ingram	5400 Library Materials	60.86	\$2,913.55	7728	
774	6/14/2019	40572468	Ingram	5400 Library Materials	38.49	\$2,913.55	7728	
775	6/14/2019	40572469	Ingram	5400 Library Materials	66.37	\$2,913.55	7728	
776	6/18/2019	40601912	Ingram	5400 Library Materials	49.16	\$2,913.55	7728	
777	6/18/2019	40605302	Ingram	5400 Library Materials	95.85	\$2,913.55	7728	
778	6/18/2019	40605303	Ingram	5400 Library Materials	281.68	\$2,913.55	7728	
779	6/19/2019	40625155	Ingram	5400 Library Materials	258.12	\$2,913.55	7728	
780	6/19/2019	40622400	Ingram	5400 Library Materials	19.25	\$2,913.55	7728	
781	6/19/2019	40622399	Ingram	5400 Library Materials	460.78	\$2,913.55	7728	
782	6/20/2019	40643668	Ingram	5400 Library Materials	19.25	\$2,913.55	7728	
783	6/20/2019	40643669	Ingram	5400 Library Materials	45.89	\$2,913.55	7728	
784	6/20/2019	40643670	Ingram	5400 Library Materials	91.67	\$2,913.55	7728	
785	6/20/2019	40643671	Ingram	5400 Library Materials	32.51	\$2,913.55	7728	
786	6/21/2019	40652014	Ingram	5400 Library Materials	41.98	\$2,913.55	7728	
787	6/21/2019	40658942	Ingram	5400 Library Materials	66.72	\$2,913.55	7728	
788	6/24/2019	40674691	Ingram	5400 Library Materials	117.14	\$2,913.55	7728	
789	6/25/2019	40688208	Ingram	5400 Library Materials	85.51	\$2,913.55	7728	
790	6/26/2019	40707749	Ingram	5400 Library Materials	77.02	\$2,913.55	7728	
791	6/26/2019	40707750	Ingram	5400 Library Materials	90.33	\$2,913.55	7728	
792	6/26/2019	40707751	Ingram	5400 Library Materials	19.70	\$2,913.55	7728	
793	6/26/2019	40710721	Ingram	5400 Library Materials	27.99	\$2,913.55	7728	
794	6/27/2019	40724983	Ingram	5400 Library Materials	81.93	\$2,913.55	7728	
				TOTAL CLAIMS	72,229.71			

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

July 9, 2019

and approved claims totaling \$72,229.71

Susana F. Tuttle
Board Secretary or Trustee

7/9/19
Date

**Director's Report
Board of Trustees Meeting – Dunham Public Library
For July 9, 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, June 18th
- Adult collection Development Meeting, June 19th
- Children's Programming Meeting, June 25th
- Information Staff meeting, July 2nd

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

- Mark Volz - coordination with Bibliotheca repairs including self checkout and Mid York assisted with new monitor installs for new computers

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

- Herman and April meeting with Lyn from Summer Youth, June 19th
- April and Herman Mosher - Library construction/maintenance meetings
 - New sign by the road to face drivers
- All staff will work with student workers, interns and volunteers

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

- Adult Tea Party, July 20th sold out, Sticker Therapy for Adults, July 23rd
- Summer programming events, and Where's Waldo participation started July 1st

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

- Jenee Gerardo and April wrote Professional Development grant for Jenee to attend the ARSL Conference, June 12th
- April/Christina Paniccia - Compassion Coalition, June 25th
- Charlene Reese, Kim Rudwall, and April - Student Summer Intern assignments

Address Multiple Goals

- Jenee Gerardo evaluation, June 12th
- Herman Mosher evaluation, June 28th
- Dennis Kininger evaluation, June 20th
- Christina Paniccia, evaluation June 27th
- Mark Suppa, evaluation, June 28th
- Sharon Trodler evaluation, July 3rd