

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of October 8, 2019

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

CALL TO ORDER: Director Bliss called the meeting to order at 6:00 PM. She presented the Slate of Officers for 2019 – 2020

President: Susan Collver
Vice President: Sally Swierczek
Secretary: Susana Tuttle

Susan Collver moved to accept the Slate of Officers as presented by Director Bliss, Sally Swierczek seconded. The motion was adopted.

DISCUSSION with the PUBLIC: None

DISPOSITION OF MINUTES: Susan Collver moved to accept the Sept 10, 2019 minutes, Sally Swierczek seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT:

- a. Susana Tuttle moved to accept Resolution #2 to transfer funds (\$300) between line items, from Library Materials to Computers/Software, Susan Collver seconded. The motion was adopted.
- b. Susan Collver moved to accept the corrected Abstract of Claims dated Aug 14, 2019 to Sept. 10, 2019 totaling \$121,685.52. Sally Swierczek seconded. The motion was adopted.
- c. Susan Collver moved to accept the Abstract of Claims dated Sept. 11, 2019 to Oct. 8, 2019 totaling \$ 165,770.37. Susana Tuttle seconded. The motion was adopted.

DIRECTOR'S REPORT: See Attached

OLD BUSINESS: None

NEW BUSINESS:

- a. Tax Cap Referendum - Susan Collver moved to accept the 2020 – 2021 Tax Cap Override Resolution (see the attached), Sally Swierczek seconded. The motion was adopted.
- b. Susan Collver moved to close the library and declare January 6, 2020 a Professional Development Day, Susana Tuttle seconded. The motion was adopted.

ANNOUNCEMENTS: None

COMMUNICATIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT: Sally Swierczek moved to adjourn the meeting, Susan Collver seconded. The meeting was adjourned at 6:35 PM.

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

Respectively submitted

Susana Tuttle, Recording Secretary

DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS

September 11, 2019 - October 8, 2019

Claims Dated: 09/12/2019 - 10/08/2019

LINE #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
965	9/12/2019	Payroll 9/13/2019	WCS Trust & Agency Fund	5000 Salaries & Wages	21,881.84			
				5100 Social Security & Medicare	1,655.06			
				5200 Health	-1,570.02			
				6600 Insurance	-33.60	\$21,933.28	7812	
966	9/12/2019	0555359-IN	Penworthy	5400 Library Materials	992.50	\$992.50		
967	9/13/2019	200274	Catskill Spring Water	5400 Library Materials	54.00	\$54.00		
968	9/16/2019	Dec Adult Craft Supplies	Rosemary Manley	5400 Library Materials	15.00			
969	9/16/2019	Dec Adult Craft Supplies	Rosemary Manley	5400 Library Materials	21.55			
970	9/16/2019	Dec Adult Craft Supplies	Rosemary Manley	5400 Library Materials	48.35			
971	9/18/2019	74985553	Mohawk Valley Water Authority	6300 Water	418.91	\$418.91		
972	9/19/2019	Annual Dinner	Mid York Library System	7960 Dunham Endow. Purchase	420.00	\$420.00	7814	
973	9/19/2019	61	Diesel Construction NY LLC	6090 Capital Project	2,100.00	\$2,100.00		
974	9/21/2019	1574631-0	Hummel's Office Plus	6700 Office & Library Supplies	67.48	\$67.48		
975	9/23/2019	ILL Postage	Pitney Bowes	6800 Petty Cash / Postage	200.00	\$200.00	EFT	
976	9/23/2019	80107	National Grid	6200 Fuel (Gas Heat)	27.22	\$27.22		
977	9/23/2019	83106	National Grid	6400 Electricity	712.73	\$712.73		
978	9/24/2019	2020 Adult Program	Rosemary Manley	5400 Library Materials	18.00	\$18.00		
979	9/25/2019	7121	ITech Associates	7400 Computers / Software	413.00	\$413.00		
980	9/27/2019	Payroll 9/25/2019	WCS Trust & Agency Fund	5000 Salaries & Wages	21,418.20			
				5100 Social Security & Medicare	1,619.62			
				6600 Insurance	-30.00			
				5200 Health	-1,570.02	\$21,437.80	7816	X
981	9/26/2019	247086	Michael Frederick	5400 Library Materials	24.00	\$24.00		
982	9/26/2019	71397	Rowlands Graphics	7300 Public Relations & Printing	54.50	\$54.50		
983	9/26/2019	192660039735887	Direct Energy	6400 Electricity	462.92	\$462.92		
984	9/26/2019	434	Key Bank - Trodler S.	5400 Library Materials	29.67	\$29.67		
985	9/26/2019	2757/3342	Key Bank - Bliss A.	7000 Conferences / Workshop	1,092.29			
				6100 Building & Maintenance	19.98			
				5400 Library Materials	483.30			
				7400 Computer / Software	77.48			
				6700 Office & Library Supplies	64.93	\$1,737.98		
986	9/30/2019	291284	Aflac	5200 Health	165.98	\$165.98		
987	9/30/2019	4930160-0913308	The Paul Revere Life Insurance Company	5200 Health	514.32	\$514.32		
988	9/30/2019	19115	TCN Inc	6500 Telephone	69.35	\$69.35		
989	8/18/2019	41424220	Ingram	5400 Library Materials	487.63			
990	8/20/2019	41459239	Ingram	5400 Library Materials	263.73			
990	8/25/2019	41557059	Ingram	5400 Library Materials	149.74			
991	8/27/2019	41595072	Ingram	5400 Library Materials	253.97			
991	8/30/2019	41675882	Ingram	5400 Library Materials	337.22			
992	8/31/2019	41696066	Ingram	5400 Library Materials	101.42			
992	9/3/2019	41717785	Ingram	5400 Library Materials	186.82			
993	9/5/2019	41770984	Ingram	5400 Library Materials	140.20			
993	9/5/2019	41775646	Ingram	5400 Library Materials	45.48			
994	9/6/2019	41790791	Ingram	5400 Library Materials	69.97			
994	9/6/2019	41804016	Ingram	5400 Library Materials	112.71			
995	9/8/2019	41810939	Ingram	5400 Library Materials	96.53			
995	9/9/2019	41824495	Ingram	5400 Library Materials	26.03			
996	9/10/2019	41844430	Ingram	5400 Library Materials	15.04			
996	9/11/2019	41873302	Ingram	5400 Library Materials	33.27			
997	9/11/2019	41876034	Ingram	5400 Library Materials	16.19			
997	9/12/2019	41904694	Ingram	5400 Library Materials	64.88			
	9/12/2019	41904695	Ingram	5400 Library Materials	131.04			
	9/12/2019	41904696	Ingram	5400 Library Materials	98.70			
999	9/13/2019	41916330	Ingram	5400 Library Materials	184.66			
999	9/13/2019	41928199	Ingram	5400 Library Materials	712.97			
1,000	9/13/2019	41928200	Ingram	5400 Library Materials	82.78			

**DUNHAM PUBLIC LIBRARY
ABSTRACT OF CLAIMS**

CORRECTED

August 14, 2019 to September 10, 2019

Claims Dated: ~~6/27/2019~~ ~~8/13/2019~~ ~~08/07/2019~~ - 09/10/2019

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
885	8/12/2019	0037233-IN	Mid-York Library System	6000 Computer Services	24,759.54	\$52,573.61	7782	
886	8/15/2019	197972	Catskill Spring Water	5400 Library Materials	54.00	\$54.00	7783	
887	8/15/2019	100837606	Utica National Insurance Group	6600 Insurance	14,363.09	\$14,363.09	7780	X
888	8/15/2019	Adult Programming	Rosemary Manley	5400 Library Materials	33.78	\$37.26	7784	
889	8/15/2019	Mileage August	Rosemary Manley	7000 Conferences / Workshop	3.48	\$37.26	7784	
890	8/15/2019	Payroll 8/16/19	WCS Trust & Agency Fund	5000 Salaries & Wages	21,703.73			
				5100 Social Security & Medicare	1,641.44			
				5200 Health	-1,570.02			
				6600 Insurance	-31.20	\$21,743.95	7776	X
891	8/21/2019	0037239-IN	Mid-York Library System	5200 Health	14,409.08	\$52,573.61	7782	
892	8/21/2019	ARU0281598	Smart Apple Media	5400 Library Materials	850.70	\$850.70	7785	
893	8/22/2019	7091	Itech Associates	7400 Computers / Software	494.00	\$494.00	7786	
894	8/22/2019	N117372	Swish White River	6100 Building & Maintenance	159.75	\$87.75	7787	
895	8/23/2019	8000909010169790	Pitney Bowes	6800 Petty Cash / Postage	100.00	\$100.00	EFT	X
896	8/24/2019	38749-80107	National Grid	6200 Fuel (Gas Heat)	28.02	\$28.02	EFT	X
897	8/24/2019	59549-83106	National Grid	6400 Electricity	906.15	\$906.15	EFT	X
898	8/26/2019	418816	The Library Store	6700 Office & Library Supplies	97.33	\$97.33	7788	
899	8/27/2019	268831	Aflac	5200 Health	248.97	\$248.97	7789	
900	8/27/2019	5715	Key Bank - S. Trodler	5400 Library Materials	3.00	\$3.00	7803	
901	8/27/2019	3342	Key Bank - A. Bliss	6100 Building & Maintenance	199.29			
				6700 Office & Library Supplies	25.27			
				7400 Computers / Software	150.00			
				7500 Miscellaneous	67.95			
				5400 Library Materials	544.09	\$986.60	7807	
902	8/27/2019	Summer Intern	Mckenna Rudwall	5400 Library Materials	500.00	\$500.00	7790	
903	8/27/2019	Summer Intern	Abby Reese	5400 Library Materials	500.00	\$500.00	7791	
904	8/27/2019	Summer Intern	Gavyn D. Burgdoff	5400 Library Materials	500.00	\$500.00	7792	
905	8/27/2019	Lost Book	Jervis Public Library	5400 Library Materials	22.95	\$22.95	7793	
906	8/29/2019	Payroll 8/30/2019	WCS TRUST & AGENCY FUND	5000 Salaries & Wages	20,614.60			
				5100 Social Security & Medicare	1,558.12			
				5200 Health	-340.15			
				6600 Insurance	-28.80	\$21,803.77	7779	X
907	8/30/2019	255054	Rome Sentinel Company	5400 Library Materials	287.04	\$287.04	7794	
908	8/31/2019	TCN67625	TCN Inc	6500 Telephone	66.18	\$66.18	7796	
909	9/1/2019	Chair Yoga 9/18	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7799	
910	9/1/2019	Chair Yoga 9/25	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7806	
911	9/1/2019	Chair Yoga 10/2	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7808	
912	9/1/2019	Chair Yoga 10/9	Piyanart Moore	5400 Library Materials	30.00	\$30.00	7809	
913	9/3/2019	192400039466665	Direct Energy	6400 Electricity	710.75	\$710.75	7781	X
914	9/3/2019	4930160-0802333	The Paul Revere Life Insurance Company	5200 Health	4285.80	4285.80	7795	
915	9/3/2019	LeatherStocking 2019	OHM Bocas - A.Bliss, C.Panicla	7000 Conferences / Workshop	150.00	\$150.00	7797	
916	9/6/2019	N117588	Swish White River	6100 Building & Maintenance	-72.00	\$87.75	7787	
917	9/9/2019	63564500919	Northland Communications	6500 Telephone	145.62	\$145.62	7798	
918	9/9/2016	August Mileage	Herman Mosher	7000 Conferences / Workshops	19.72	\$19.72	7800	
919	9/9/2019	Petty Cash	Herman Mosher	5400 Library Materials	67.50			
				6100 Building & Maintance	57.00	\$124.50	7826	
920	9/9/2019	Leatherstocking 2019	Sharon Tordler	7000 Conferences / Workshops	75.00	\$75.00	7801	
921	9/9/2019	August Mileage	April Bliss	7000 Conferences / Workshops	215.88	\$215.88	7802	
922	9/9/2019	0037248-IN	Mid-York Library System	5400 Library Materials	245.04			
				6700 Office & Library Supplies	456.56			
				7400 Computers / Software	93.50	\$52,573.61	7782	

FISCAL YEAR 2018 - 2019 -- October 8, 2019 Board Meeting

Resolution # 2:

Transfer funds between line items according to the following:

\$300.00	from	LIBRARY MATERIALS
\$300.00	to	COMPUTERS / SOFTWARE

2020-2021 Tax Cap Override Resolution

Whereas, the adoption of the 2020-2021 budget for Dunham Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011;

And Whereas, General Municipal Law Section 3-c expressly permits the Library Board to override the tax levy limit by resolution approved by vote of sixty percent of qualified board members;

Now therefore be it resolved, that on October 8, 2019 the Board of Trustees of Dunham Public Library voted and approved to exceed the tax levy limit for the 2020-2021, by at least sixty percent of the board of trustees as required by state law.

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

Library Goals 2017-2022

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

- Director's Advisory Council Meeting, September 18th
- Information Staff Meeting, October 1st

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

- Ongoing computer upgrades/ Filemaker

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

- Kim Rudwall and April Bliss attended Gender Identity & Expression Discrimination Protections training at Gilroy, Kernan & Gilroy, September 17th
- Building Committee Meeting, September 26th (Sally, Susana, Sue and April)
- NYS Construction grant funds received \$81,898

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

- *Teddy Bear and Me Story Time* Moving to Tuesdays
- *Infant/Pregnancy Support Group for Women*, Wednesday, October 9; 6:00-8:00 PM
- *Red Cross Blood Drive (Rotary to assist)* Friday, October 11, 2019; 12:00 - 5:00 PM
- *Dunham Public Library Fall Market* Starts Monday, October 14; 2:00 - 6:00 PM
- *Interfaith Community Conversations* Monday, October 21; 6:30 PM - 7:30 PM
- *Christmas Markets of Germany with Karen Keep* Monday, November 4; 6:00 PM

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

- CLRC Executive Board Meeting, October 2nd
- Mid York Annual Meeting, October 3rd
- Rotary Meeting, September 24th, October 1st and 8th

Address Multiple Goals

- Staff 3 or more days vacation: Christina Panicia, Dennis Kininger, Rosemary Manley, Jenee Gerardo, Valerie Brewer, Charlene Reese and Herman Moser
- Kim Rudwall professional development - Comic Con NYC
- Munson Williams Proctor Art Institute Ribbon Cutting 100 Years, September 17th
- Clearly Connected Open House 327 Oriskany Blvd, Ribbon Cutting, Oct 3rd