

## **DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

Minutes of January 12, 2021

**PRESENT:** Susan Collver, Patricia Samarco, R. Scott Smith, Sally Swierczek, Susana Tuttle  
(Meeting was a virtual meeting due to the Covid-19 pandemic)

**CALL TO ORDER:** President Susan Collver called the meeting to order at 6:04 PM.

**DISCUSSION with the PUBLIC:** None

**DISPOSITION OF MINUTES:** R. Scott Smith moved to accept the December 8, 2020 minutes. Sally Swierczek seconded. The motion was adopted.

**PRESIDENT'S REPORT:** None

### **FINANCIAL REPORT:**

- a. R. Scott Smith moved to accept the Expenditure and Revenues Reports for November 2020 submitted by Charlene Reese (see attached). Susan Collver seconded. The motion was adopted.
- b. Susan Collver moved to accept the Abstract of Claims dated December 9, 2020 - January 12, 2021 totaling \$81,058.09. R. Scott Smith seconded. The motion was adopted.
- c. Susan Collver moved to accept the corrected Abstract of Claims dated November 11, 2020 to December 8, 2020 totaling \$121,227.75. Sally Swierczek seconded. The motion was adopted.

**DIRECTOR'S REPORT:** See Attached

**OLD BUSINESS:** None

### **NEW BUSINESS:**

- a. Patricia Samarco moved to accept the Pandemic Operations Policy. R. Scott Smith seconded. The motion was adopted.
- b. R. Scott Smith moved to accept the Dunham Public Library Work Remotely Policy. Susan Collver seconded. The motion was adopted.
- c. Patricia Samarco moved to accept the revisions (see attached) to section 19.3 "With Pay" of the employee manual. Sally Swierczek seconded. The motion was adopted.
- d. Susan Collver moved to accept the Records Retention Policy as stated by the State of New York (see attached). R. Scott Smith seconded. The motion was adopted.

**ANNOUNCEMENTS:** None

**COMMUNICATIONS:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Patricia Samarco moved to adjourn the meeting, R. Scott Smith seconded. The meeting was adjourned at 6:40 PM.

Next meeting will be on Tuesday February 9, 2021 at 6:00 PM.

Respectively submitted Susana Tuttle, Recording Secretary

DUNHAM PUBLIC LIBRARY  
**OPERATING BUDGET EXPENDITURES**  
 OCTOBER 1, 2020 to SEPTEMBER 30, 2021

**NOVEMBER 2020**

ITEM	2020-2021	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	REMAINING BUDGET BALANCE	% OF BUDGET USED
SALARIES	644,760	44,258.74	43,358.43	87,617.17	557,142.83	13.59%
SOCIAL SECURITY & MEDICARE	52,000	3,346.04	3,277.13	6,623.17	45,376.83	12.74%
HEALTH	157,500	12,736.50	11,673.60	24,410.10	133,089.90	15.50%
NYS EMPLOYEES' RETIREMENT	80,000	0.00	0.00	0.00	80,000.00	0.00%
LIBRARY MATERIALS	109,000	11,181.69	7,105.05	18,286.74	90,713.26	16.78%
COMPUTER SERVICES	28,000	0.00	0.00	0.00	28,000.00	0.00%
CAPITAL PROJECT - Prop 2	50,000	2,100.00	4,610.98	6,710.96	43,289.02	13.42%
BUILDING & MAINTENANCE	40,000	8,912.25	719.43	9,631.68	30,368.32	24.08%
GAS HEAT	6,500	412.92	130.43	543.35	5,956.65	8.36%
WATER	1,600	0.00	0.00	0.00	1,600.00	0.00%
ELECTRICITY	15,000	844.32	961.74	1,806.06	13,193.94	12.04%
TELEPHONE	3,100	230.69	163.09	393.78	2,706.22	12.70%
INSURANCE	16,000	202.10	13,155.35	13,357.45	2,642.55	83.48%
OFFICE & LIBRARY SUPPLIES	8,000	1,775.84	173.98	1,949.82	6,050.18	24.37%
PETTY CASH / POSTAGE	2,000	110.00	100.00	210.00	1,790.00	10.50%
EQUIPMENT & FURNITURE	10,000	0.00	0.00	0.00	10,000.00	0.00%
CONFERENCES & WORKSHOPS	6,440	130.00	1,115.00	1,245.00	5,195.00	19.35%
PROFESSIONAL FEES	20,000	6,692.28	0.00	6,692.28	13,307.72	33.46%
PUBLIC RELATIONS & PRINTING	1,500	0.00	0.00	0.00	1,500.00	0.00%
COMPUTERS / SOFTWARE	13,000	931.59	132.88	1,064.47	11,935.53	8.19%
MISCELLANEOUS	300	0.00	0.00	0.00	300.00	0.00%
<b>TOTAL</b>	<b>1,265,000</b>	<b>93,864.96</b>	<b>86,677.09</b>	<b>180,542.05</b>	<b>1,084,457.95</b>	<b>14.27%</b>

16.67 % THROUGH FISCAL YEAR

DUNHAM PUBLIC LIBRARY  
**REVENUE REPORT**  
 OCTOBER 1, 2020 - SEPTEMBER 30, 2021  
 BNOVEMBER 2020

2020-2021 BUDGET	CURRENT RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE	REMAINING BUDGET BALANCE	% OF REVENUES RECEIVED
\$ 1,128,268.00	\$ -	\$ 1,005,443.08	\$ 1,005,443.08	\$ 122,824.92	89.11%
\$ 50,000.00	\$ -	\$ 44,556.92	\$ 44,556.92	\$ 5,443.08	89.11%
\$ 30,632.00	\$ 16,465.50	\$ -	\$ 16,465.50	\$ 14,166.50	53.75%
\$ 6,700.00	\$ -	\$ 5,375.52	\$ 5,375.52	\$ 1,324.48	80.23%
\$ 500.00	\$ 30.25	\$ 4.30	\$ 34.55	\$ 465.45	6.91%
\$ 28,900.00	\$ 1,397.67	\$ 907.60	\$ 2,305.27	\$ 26,594.73	7.96%
\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
\$ 1,265,000.00	\$ -	\$ 1,076,287.42	\$ 1,084,180.84	\$ 170,819.16	86.50%

NY STATE CONSTRUCTION GRANT

ADDITIONAL REVENUE BREAKDOWN	CURRENT REGISTER RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE
MISCELLANEOUS	\$ -	\$ -	\$ -
LOST & DAMAGED	\$ 18.90	\$ 29.80	\$ 46.70
REPLACEMENT CARDS	\$ 6.00	\$ 4.00	\$ 10.00
DONATIONS - GENERAL	\$ 551.27	\$ 33.35	\$ 584.62
POSTAGE SALES	\$ -	\$ -	\$ -
COPIER FEES	\$ 93.80	\$ 97.80	\$ 191.60
FAX FEES	\$ 67.00	\$ 64.00	\$ 131.00
COMMUNITY ROOM	\$ -	\$ -	\$ -
PRINT RELEASE FEES	\$ 60.10	\$ 76.15	\$ 136.25
TELEPHONE COMMISSION	\$ -	\$ -	\$ -
DISC REPAIR	\$ -	\$ -	\$ -
RETURNED CHECK FEES	\$ -	\$ -	\$ -
DONATIONS - MEMORIAL FUND	\$ -	\$ -	\$ -
CASH REGISTER OVER/UNDER	\$ -	\$ (0.09)	\$ (0.09)
IN HOUSE BOOK SALES	\$ 420.00	\$ 236.25	\$ 656.25
FUND RAISING	\$ -	\$ -	\$ -
AMAZON BOOK SALES	\$ 7.85	\$ -	\$ 7.85
STAFF ACCOUNT	\$ 28.59	\$ 261.99	\$ 290.58
MISCELLANEOUS SALES	\$ 18.00	\$ 3.00	\$ 21.00
COFFEE, TEA & WATER SALES	\$ -	\$ -	\$ -
INTEREST - PUBLIC FUNDS	\$ 126.16	\$ 101.35	\$ 227.51
<b>TOTAL</b>	<b>\$ 1,397.67</b>	<b>\$ 907.60</b>	<b>\$ 2,305.27</b>

RECONCILED FUNDS - November 30, 2020

Account	PREVIOUS TO-DATE	Unavailable Funds	TOTAL
Adirondack Bank Checking Account	\$ 939.43	\$ -	\$ 939.43
Adirondack Bank Savings Account	\$ 43,431.37	\$ -	\$ 43,431.37
Adirondack Bank Memorial Account	\$ 30,833.27	\$ -	\$ 30,833.27
Bank of Ulster Checking	\$ 1,524,033.56	\$ -	\$ 1,524,033.56
<b>TOTAL</b>	<b>\$ 1,599,237.63</b>	<b>\$ 1,642,395.49</b>	<b>\$ 1,642,395.49</b>
Adirondack Bank Dunham Account	\$ 8,147.38	\$ -	\$ 8,147.38
1 Year CD #***7647 Matures: 04/16/2021	\$ -	\$ 12,213.09	\$ 12,213.09
Dunham Endowment Fund:	\$ -	\$ -	\$ -
1 Year CD #***2563 Matures: 6/19/2021	\$ -	\$ 85,636.70	\$ 85,636.70

# Dunham Public Library

## GENERAL LEDGER

November 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1010 Bank of Utica Checking ***0314					
Beginning Balance					
11/05/2020	Check	8150	WCS Trust & Agency Fund	PAYROLL DATE 11/06/2020	(22,054.17)
11/10/2020	Bill Payment (Check)	8167	Mid York Library System	00-0260100	(1,126.13)
11/10/2020	Bill Payment (Check)	8154	Key Bank - April Bliss	3342	(3,831.60)
11/10/2020	Bill Payment (Check)	8159	HOLMES, KING, KALLQUIST & ASSOCIATES, ARCHITECTS		(3,325.12)
11/10/2020	Bill Payment (Check)	8161	MIKE'S FLOOR STORE		(2,100.00)
11/10/2020	Bill Payment (Check)	8170	Ingram Library Services	Voided	0.00
11/10/2020	Bill Payment (Check)	8155	WESTMORELAND LIBRARY		(2.95)
11/10/2020	Bill Payment (Check)		Ingram Library Services		(31.35)
11/10/2020	Bill Payment (Check)	8166	LOWE'S	98005397447	(34.15)
11/10/2020	Bill Payment (Check)	8151	Catskill Spring Water, Inc.	DUNHAM	(37.80)
11/10/2020	Bill Payment (Check)	8162	TCN, INC.	TCNP3-LAX-12712	(70.23)
11/10/2020	Bill Payment (Check)	8165	HUMMEL'S OFFICE PLUS	H21013	(75.99)
11/10/2020	Bill Payment (Check)	8152	OFFICE OF THE STATE COMPTROLLER		(85.00)
11/10/2020	Bill Payment (Check)	8168	NORTH UTICA/WHITESTOWN ROTARY CLUB		(106.00)
11/10/2020	Bill Payment (Check)	8164	US Postal Service		(110.00)
11/10/2020	Bill Payment (Check)	8163	Northland Communications	6356450	(160.46)
11/10/2020	Bill Payment (Check)	8157	AFLAC New York	NE871	(192.26)
11/10/2020	Bill Payment (Check)	8160	ITech Associates Inc.		(311.50)
11/10/2020	Bill Payment (Check)	8156	RE STEVENER HEATING INC.		(329.50)
11/10/2020	Bill Payment (Check)	8153	GREY HOUSE PUBLISHING		(367.95)
11/10/2020	Bill Payment (Check)	8158	PAUL REVERE LIFE INS CO - COLONIAL	E4930160	(514.32)
11/10/2020	Bill Payment (Check)	8169	CWSI	2200749	(680.00)
11/10/2020	Bill Payment (Check)	8171	Ingram Library Services		(3,920.44)
11/10/2020	Deposit				7.85
11/20/2020	Check	8172	WCS Trust & Agency Fund	PAYROLL DATE 11/20/2020	(21,935.93)
11/23/2020	Deposit				17,341.93
11/25/2020	Check	EFT	PayPal	BREATHECUP - COVID-19	(79.94)
11/27/2020	Bill Payment (Check)	EFT	Utica National		(890.00)
11/30/2020	Bill Payment (Check)	8174	National Grid		(412.92)
11/30/2020	Bill Payment (Check)	8173	DIRECT ENERGY BUSINESS	1589664	(388.11)
11/30/2020	Deposit			DEPOSIT @ BANK 12/14/2020	2,658.12
11/30/2020	Deposit				120.28
Total for 1010 Bank of Utica Checking ***0314					\$ (43,045.68)

DUNHAM PUBLIC LIBRARY  
**CAPITAL PROJECT REVENUE**  
 OCTOBER 1, 2020 - SEPTEMBER 30, 2021

NOVEMBER 2020

	2020-2021 BUDGET	CURRENT RECEIPTS	PREVIOUS TO-DATE	RECEIVED TO-DATE	REMAINING BUDGET BALANCE	% OF REVENUES RECEIVED
WCS TAX RECEIPTS - PROP 2	\$ 50,000.00	\$ -	\$ 44,556.92	\$ 44,556.92	\$ 5,443.08	89.11%
NYS CONSTRUCTION GRANT	\$ 10,130.00	\$ -	\$ -	\$ -	\$ 10,130.00	0.00%
<b>2020 - 2021 TOTALS</b>	<b>\$ 60,130.00</b>	<b>\$ -</b>	<b>\$ 44,556.92</b>	<b>\$ 44,556.92</b>	<b>\$ 15,573.08</b>	<b>74.10%</b>

DUNHAM PUBLIC LIBRARY  
**CAPITAL PROJECT EXPENDITURES**  
 OCTOBER 1, 2020 to SEPTEMBER 30, 2021

	2020-2021	CURRENT MONTH	PREVIOUS PAID-TO-DATE	CURRENT PAID-TO-DATE	EMAINING BUDGE BALANCE	% OF BUDGET USED
CAPITAL PROJECT EXPENSE	\$ 60,130.00	\$ 2,100.00	\$ 4,610.98	\$ 6,710.98	\$ 53,419.02	11.16%

**DUNHAM PUBLIC LIBRARY  
ABSTRACT OF CLAIMS**

December 9, 2020 - January 12, 2021

Claims Dated: 8/10/2020 - 01/11/2021

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
175	8/10/2020	71038123	Cengage Learning	5400 Library Materials	171.48	171.48	8197	X
176	12/8/2020	Breath Cup	Paypal	6700 Office & Library Supplies	79.94	79.94	EFT	X
177	12/10/2020	32-7380	Oneida County Department of Health	6100 Building Maintenance	175.00	175.00	8198	X
178	12/11/2020	000030474	MWWA	6300 Water	168.11	168.11	EFT	X
179	12/17/2020	8000-9090-1016-9790	Pitney Bowes	6800 Petty Cash/Postage	100.00	100.00	EFT	X
180	12/21/2020	0038295-IN	Mid-York Library System	5200 Health	16,490.76	18,259.01	8207	
181	12/21/2020	0038289-IN	Mid-York Library System	5400 Library Materials 6100 Building & Maintenance 6700 Office & Library Supplies	1,611.85 120.40 36.00	18,259.01	8207	
182	12/21/2020	Payroll 12/18/20	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	22,462.44 1,698.48 -1,779.74 -30.00	22,351.18	8199	X
183	12/22/2020	00324281	Guardian	5200 Health	2,528.29	2,528.29	EFT	X
184	12/30/2020	203560044258103	Direct Energy	6400 Electricity	495.66	495.66	EFT	X
185	12/30/2020	2112	Holmes, King, Kallquist & Assoc.	7200 Professional Fee	897.70	897.70	8204	
186	12/30/2020	3342	Key Bank - A. Bliss	5400 Library Materials 6700 Office & Library Supplies 6900 Equipment & Furniture 7000 Conferences & Workshops	666.89 182.34 89.98 49.00	988.21	8205	
187	12/30/2020	59549-83106	National Grid	6400 Electricity	496.12	496.12	EFT	X
188	12/30/2020	38749-80107	National Grid	6200 Fuel (Gas Heat)	716.13	716.13	EFT	X
189	12/30/2020	100400201663	Otis Elevator Company	6100 Building & Maintenance	3,058.79	3,058.79	8209	
190	12/30/2020	COVID Supplies	Rosemary Manley	6100 Building & Maintenance	21.00	21.00	8211	
191	12/30/2020	D581022	ShelterPoint	6600 Insurance	817.50	817.50	EFT	X
192	12/31/2020	00024575	TCN Inc	6500 Telephone	60.25	60.25	8212	
193	1/4/2021	4930160-1204087	The Paul Revere Life Insurance Company	5200 Health	514.32	514.32	8210	
194	1/5/2021	620016	Aflac	5200 Health	192.26	192.26	8202	
195	1/6/2021	Payroll 12/31/20	WCS Trust & Agency Fund	5000 Salaries & Wages 5100 Social Security & Medicare 5200 Health 6600 Insurance	22,542.75 1,704.64 -353.29 -28.80	23,865.30	8200	X
196	1/7/2021	98005397447	Lowe's	6100 Building & Maintenance	27.15	27.15	8206	
197	1/7/2021	COVID - Facemasks	Paypal - All heart / Scrubs AC, Inc.	6100 Building & Maintenance	122.24	122.24	EFT	X
198	1/8/2021	63564500121	Northland Communications	6500 Telephone	168.88	168.88	8208	
199	1/11/2021	978	Greater Utica Chamber of Commerce	7000 Conferences & Workshops	500.00	500.00	8203	
200	11/29/2020	49680499	Ingram	5400 Library Materials	27.50	4,283.57	8201	
201	12/8/2020	49925824	Ingram	5400 Library Materials	39.78	4,283.57	8201	
202	12/10/2020	50000021	Ingram	5400 Library Materials	150.71	4,283.57	8201	
203	12/10/2020	50004925	Ingram	5400 Library Materials	107.86	4,283.57	8201	
204	12/11/2020	50036456	Ingram	5400 Library Materials	247.05	4,283.57	8201	
205	12/15/2020	50114111	Ingram	5400 Library Materials	44.14	4,283.57	8201	
206	12/15/2020	50119399	Ingram	5400 Library Materials	29.38	4,283.57	8201	
207	12/16/2020	50154534	Ingram	5400 Library Materials	11.94	4,283.57	8201	
208	12/16/2020	50154535	Ingram	5400 Library Materials	20.30	4,283.57	8201	
209	12/18/2020	50208790	Ingram	5400 Library Materials	65.83	4,283.57	8201	
210	12/18/2020	50208791	Ingram	5400 Library Materials	51.07	4,283.57	8201	
211	12/18/2020	50220618	Ingram	5400 Library Materials	90.22	4,283.57	8201	
212	12/20/2020	50232646	Ingram	5400 Library Materials	17.49	4,283.57	8201	
213	12/21/2020	50257863	Ingram	5400 Library Materials	49.82	4,283.57	8201	
214	12/21/2020	50257864	Ingram	5400 Library Materials	14.50	4,283.57	8201	
215	12/21/2020	50257865	Ingram	5400 Library Materials	11.84	4,283.57	8201	
216	12/23/2020	50315109	Ingram	5400 Library Materials	59.93	4,283.57	8201	



DUNHAM PUBLIC LIBRARY  
ABSTRACT OF CLAIMS

November 11, 2020 - December 8, 2020

CORRECTED

Claims Dated: 11/3/2020-12/07/2020

CLAIM #	DATE	REF #	VENDOR	BUDGET ACCOUNT	AMOUNT	AMOUNT OF CHECK	CHECK #	Prepaid
102	11/12/2020	0038234-IN	Mid-York Library System	5200 Health	16,490.76	16,490.76	8177	
103	11/12/2020	237164	Castskill Spring Water	5400 Library Materials	37.80	37.80	8176	
104	11/13/2020	INV-US37925	Bibliotheca	6100 Building & Maintenance	6,392.00	6,392.00	8178	
105	11/14/2020	100837606	Utica National Insurance Group	6600 Insurance	890.00	890.00	EFT	X
106	11/16/2020	N123233	Swish White River	6100 Building & Maintenance	543.63	458.46	8179	
107	11/16/2020	N123232	Swish White River	6100 Building & Maintenance	-85.17	458.46	8179	
108	11/18/2020	184651	Saccos Locksmith Co	6100 Building & Maintenance	8.55	8.55	8180	
109	11/18/2020	11/14/2020	Rosemary Manley	5400 Library Supplies	16.97	63.02	8181	
110	11/18/2020	Juv Programming	Christina Paniccia	5400 Library Supplies	44.79	44.79	8182	
111	11/20/2020	Payroll 11/20/20	WCS Trust & Agency Fund	5000 Salaries & Wages	22,074.45			
				5100 Social Security & Medicare	1,668.82			
				5200 Health	-1,779.74			
				6600 Insurance	-27.60	21,935.93	8172	X
112	11/23/2020	38749-80107	National Grid	6200 Fuel (Gas Heat)	412.92	412.92	8174	X
113	11/23/2020	3087819	WT.Cox	5400 Library Materials	5,547.58	5,547.58	8183	
114	11/24/2020	20320043962594	Direct Energy	6400 Electricity	388.11	388.11	8173	X
115	11/24/2020	1800	Central Property Maintenance Inc	6100 Building & Maintenance	700.00	700.00	8184	
116	11/25/2020	59549-83106	National Grid	6400 Electricity	456.21	456.21	EFT	X
117	11/25/2020	2065	Holmes, King, Kallquist	7200 Professional Fees	3,367.16	3,367.16	8185	
118	11/30/2020	11/25/2020	Rosemary Manley	5400 Library Materials	18.00	63.02	8181	
119	11/30/2020	4930160-1106241	The Paul Revere Life Insurance	5200 Health	514.32	514.32	8186	
120	11/30/2020	598684	Aflac	5200 Health	192.26	192.26	8187	
121	11/30/2020	4212	Key Bank - S. Trodler	6700 Office & Library Supplies	141.41	141.41	8193	
122	11/30/2020	3342	Key Bank -A. Bliss	5400 Library Materials	812.49			
				6100 Building & Maintenance	69.99			
				6700 Office & Library Supplies	1,458.60			
				7700 Staff	130.00	\$2,471.08	8194	
123	12/1/2020	00023408	TCN	6500 Telephone	58.76	58.76	8189	
124	12/1/2020	63564501220	Northland Communications	6500 Telephone	160.29	160.29	8190	
125	12/1/2020	70652302	ProQuest	5400 Library Materials	2,521.21	\$2,521.21	8188	
126	12/2/2020	11/24/2020	Rosemary Manley	5400 Library Materials	20.86	\$63.02	8181	
127	12/2/2020	11302020	Stanley Blacktop Paving	6090 Capital Project	19,000.00	19,000.00	8191	
128	12/4/2020	Payroll 12/4/2020	WCS Trust & Agency Fund	5000 Salaries & Wages	22,180.46			
				5100 Social Security & Medicare	1,676.95			
				5200 Health	-1,779.74			
				6600 Insurance	-27.60	22,050.07	8175	X
129	12/7/2020	Sep - Nov 2020 Sales Tax	State of New York Dept. Tax & Finance	4595 In House Book Sale	34.75	\$34.75	EFT	
130	12/7/2020	12/01/2020	Rosemary Manley	5400 Library Materials	7.19	63.02	8181	
131	12/7/2020	000077	DIESEL Construction Ny LLC	6090 Capital Project	13,800.00	13,800.00	8192	
132	11/3/2020	49197608	Ingram	5400 Library Materials	32.19	3,047.00	8195	
133	11/5/2020	49246698	Ingram	5400 Library Materials	79.72	3,047.00	8195	
134	11/6/2020	49271034	Ingram	5400 Library Materials	44.77	3,047.00	8195	
135	11/8/2020	49283281	Ingram	5400 Library Materials	16.09	3,047.00	8195	
136	11/10/2020	49312040	Ingram	5400 Library Materials	36.35	3,047.00	8195	
137	11/10/2020	49312041	Ingram	5400 Library Materials	16.34	3,047.00	8195	
138	11/10/2020	49312042	Ingram	5400 Library Materials	18.55	3,047.00	8195	
139	11/11/2020	49342535	Ingram	5400 Library Materials	19.25	3,047.00	8195	



140	11/11/2020	49346213	Ingram	5400 Library Materials	19.09	3,047.00	8195	
141	11/12/2020	49371469	Ingram	5400 Library Materials	90.03	3,047.00	8195	
142	11/12/2020	49376158	Ingram	5400 Library Materials	125.00	3,047.00	8195	
143	11/12/2020	49376157	Ingram	5400 Library Materials	66.44	3,047.00	8195	
144	11/12/2020	49371468	Ingram	5400 Library Materials	38.49	3,047.00	8195	
145	11/13/2020	49391991	Ingram	5400 Library Materials	22.00	3,047.00	8195	
146	11/13/2020	49391992	Ingram	5400 Library Materials	24.43	3,047.00	8195	
147	11/13/2020	49396027	Ingram	5400 Library Materials	62.98	3,047.00	8195	
148	11/13/2020	69391990	Ingram	5400 Library Materials	162.40	3,047.00	8195	
149	11/15/2020	49410283	Ingram	5400 Library Materials	7.69	3,047.00	8195	
150	11/16/2020	49427266	Ingram	5400 Library Materials	38.25	3,047.00	8195	
151	11/16/2020	49427267	Ingram	5400 Library Materials	68.78	3,047.00	8195	
152	11/17/2020	49440168	Ingram	5400 Library Materials	35.18	3,047.00	8195	
153	11/17/2020	49454628	Ingram	5400 Library Materials	26.05	3,047.00	8195	
154	11/18/2020	49475128	Ingram	5400 Library Materials	208.41	3,047.00	8195	
155	11/19/2020	49508046	Ingram	5400 Library Materials	40.55	3,047.00	8195	
156	11/19/2020	49503924	Ingram	5400 Library Materials	1,029.73	3,047.00	8195	
157	11/19/2020	49503925	Ingram	5400 Library Materials	39.63	3,047.00	8195	
158	11/19/2020	49503926	Ingram	5400 Library Materials	43.31	43.31	8196	
159	11/19/2020	49503927	Ingram	5400 Library Materials	11.39	3,047.00	8195	
160	11/19/2020	49503928	Ingram	5400 Library Materials	11.39	3,047.00	8195	
161	11/19/2020	49503929	Ingram	5400 Library Materials	39.40	3,047.00	8195	
162	11/19/2020	49503923	Ingram	5400 Library Materials	21.99	3,047.00	8195	
163	11/20/2020	49527504	Ingram	5400 Library Materials	28.86	3,047.00	8195	
164	11/20/2020	49531620	Ingram	5400 Library Materials	34.77	3,047.00	8195	
165	11/24/2020	49588411	Ingram	5400 Library Materials	255.53	3,047.00	8195	
166	11/24/2020	49588412	Ingram	5400 Library Materials	16.25	3,047.00	8195	
167	11/24/2020	49592964	Ingram	5400 Library Materials	82.54	3,047.00	8195	
168	11/24/2020	49592965	Ingram	5400 Library Materials	13.99	3,047.00	8195	
169	11/25/2020	49631079	Ingram	5400 Library Materials	49.20	3,047.00	8195	
170	11/29/2020	49683136	Ingram	5400 Library Materials	18.12	3,047.00	8195	
171	12/2/2020	49779930	Ingram	5400 Library Materials	14.58	3,047.00	8195	
172	12/2/20	49785860	Ingram	5400 Library Materials	53.17	3,047.00	8195	
173	12/3/2020	49814785	Ingram	5400 Library Materials	12.61	3,047.00	8195	
174	12/4/2020	49846729	Ingram	5400 Library Materials	14.82	3,047.00	8195	
					<b>TOTAL CLAIMS</b>	<b>121,227.75</b>		

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

January 12, 2021

and approved claims totaling \$ 121,227.75

Suzanne F. Tueller

1/13/2021

Board Secretary or Trustee

Date

**Director's Report from April L R Bliss  
Board of Trustees Meeting – Dunham Public Library  
For January 12, 2021**

**Library Goals 2017-2022**

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

- Mid York Youth Services Virtual Meeting, January 7th

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

- WebEX is going to be used to host virtual meetings. It is friendly to multiple technology platforms. Patrons using Apple products will be able to join without trouble.

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

- DPL closed the building completely due to a staff member testing positive to COVID-19, Monday, December 14th
- Herm Mosher cleaned the building with the disinfecting fogger and Dennis Kininger worked in the afternoon to empty book drops and return and answer phone calls, Tuesday, December 15th
- DPL continuous with curbside service due to increased COVID-19 cases in Oneida County
- Personal COVID test, Thursday, December 17th (Many staff had a COVID test this week)

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

- Bring Your Own Book Club Meeting, December 9th
- Program Possibilities for Today - 30 Ideas in 60 Minutes, Wednesday, December 16th

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

- Legislature and Libraries Advocacy, NYLA Zoom Meeting, Tuesday, December 15th
- Citizenship Overview Zoom meeting, January 5th

**Address Multiple Goals**

- Mid York Director's Virtual Meeting, December 23rd and 30th and January 6th
- Pandemic Plan Webinar, Monday, December 14th
- Mid York Plan of Service virtual forum, Tuesday, December 15th
- Central Libraries Resource Council Virtual Board Meeting, Thursday, December 17th

Draft - 1/8/2021

**Dunham Public Library  
PANDEMIC OPERATIONS PLAN**

**Narrative**

The purpose of this policy is to establish a procedure to be used in the event of an epidemic/pandemic or other public health emergencies. This policy differs from a general emergency preparedness policy or procedure. In the case of an event such as a fire, storm, or utility outage, there is an assumption that staff will return to the building and normal library services will resume shortly after the event or crisis has ended. In the case of a public health emergency, recovery may be slow and limited staff, services, and hours may be necessary for an extended period of time.

In the event of a pandemic or other serious health emergency, the library may be required to take measures to help slow the spread of the illness. These measures may include temporary closure of the library to the public and/or service restrictions such as limited hours of operation, reduced staffing, restricted access to areas in the library, increased health and safety measures for staff, cancellation of programs, special events, and meeting room reservations, etc.

**Sections Required By Law**

**Essential Positions**

Essential workers are as defined by New York Library Association (NYLA). Employees that will be allowed in the building are individuals that are needed to maintain the building. i.e. Snow removal, Accounting, Payroll, Etc. Essential workers will be asked to do what they can from home as well as going into the building.

Non-Essential workers are as defined by NYLA. Non-Essential employees will be asked to keep a journal of activities. I.E. Webinars, Book research, Book Reviews, Take away programming, Etc.

If non-essential workers can not work from home Dunham Public Library may furlough non-essential workers.

[https://www.nyla.org/userfiles/uploads/Chapter\\_168\\_Requirements.pdf?utm\\_source=AL+NYLA&utm\\_campaign=7896ca2580-EMAIL\\_CAMPAIGN\\_2020\\_10\\_22\\_07\\_40&utm\\_medium=email&utm\\_term=0\\_1a8613b33e-7896ca2580-92902419](https://www.nyla.org/userfiles/uploads/Chapter_168_Requirements.pdf?utm_source=AL+NYLA&utm_campaign=7896ca2580-EMAIL_CAMPAIGN_2020_10_22_07_40&utm_medium=email&utm_term=0_1a8613b33e-7896ca2580-92902419)

### **Remote Work Protocols**

*See Dunham Public Library Work Remotely Policy*

### **Scheduling Protocols**

People who can work from home will be encouraged to do so, thereby limited staff in the building.

*Staff will be offered the option to use*

- *Use PTO time*
- *request unpaid leave*
- *volunteer to use sick time*
- *Or take an unpaid leave of absence*

### **Personal Protective Equipment**

To Ensure employee comply with protective equipment requirements, Dunham Public Library will:

- Provide employees with acceptable face coverings at no cost to the employee and have an adequate supply of coverage in case of replacement. DPL maintains sufficient supplies of PPE, gloves, mask, etc., and will have a supply at all times. Face covering must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Staff will be required to launder their own reusable masks and will store them in their individual lockers or workspaces. Staff can request additional masks if theirs become damaged or soiled. Staff will be allowed to bring in their personally owned masks as long as they meet the CDC recommended guidelines.
- Limit the sharing of objects and discourage touching of shared surfaces, or when in contact with shared objects or frequently touched areas, wear gloves, or sanitize or wash hands before and after contact. Items such as computers and

other technologies that will be shared among staff will be wiped down with approved sanitizer wipes or solutions before and after each use by an individual.

### **Documentation of Work Hours and Locations (Staff Exposures, Cleaning, and Disinfection)**

Dunham Public Library is committed to providing a safe and sanitary environment for its patrons and staff. Based on recommendations from the Oneida County Health Department, other appropriate public health organizations, and the Center for Disease Control (CDC), the Library may increase the frequency or methods of cleaning and sanitizing the building, especially high traffic areas and surfaces.

The Dunham Public Library will place a strong emphasis on prevention and individual responsibility for taking necessary precautions to help prevent the spread of infection. Dunham Public Library will provide its patrons and staff with convenient access to hand sanitizer, hand washing facilities, and disinfecting wipes. Signs will be posted throughout the building encouraging all to frequently wash and disinfect their hands to help minimize the spread of an infectious illness. The Library itself will endeavor to clean and disinfect surfaces as often as is reasonably practical.

Computers designated for public use will have a protective film covering the screen, keyboard, and mouse. At the end of the patron's allotted time, staff will sanitize the computer station. Communal desks will be disinfected as well at the end of the employees' allotted time on the desk.

### **Social Distancing**

If directed by local, state, or federal health mandates to implement social distancing, the library shall follow such mandates, both within the library building, and, where appropriate, upon the library premises.

Further, it shall be within the discretion of the library, acting through its director, to impose such additional mandates as it may determine to be necessary to maintain appropriate social distancing and to protect the health, safety, and well-being of both patrons, volunteers, and staff.

If a worker tests positive for COVID-19, Dunham Public Library will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or patron who had close contact with the individual, while maintaining confidentiality required by state and federal law and

regulations. If a worker test positive for COVID-19, the Director of Dunham Public Library will contact state and local health departments.

Dunham Public Library reserves the right to close the public restrooms.

### **Quarantining Items**

Public Health authorities may recommend quarantining recently returned items. Items will remain in quarantine for the prescribed period for that material, as per Mid-York Library System protocol. Materials may remain on patrons' cards during the quarantine period, and if so, the Dunham Public Library staff will post the discharge date to reflect the return date.

### **Policy for Communicating with the Public Due to Closure of the Library**

It is the policy of the Dunham Public Library to notify its patrons, employees, volunteers, the Board, and the community as soon as possible in the event the Library must close unexpectedly for whatever reason.

If a reopening date is known that date should also be communicated.

If practicable, the Director will obtain advanced closure approval from the Board and/or Board President.

Methods of communication to be used include, where possible, the following:

1. signage on all Library entrances and book drop returns
2. notice on the Library website
3. notice on all social media the Library utilizes
4. announcements on local TV, and news publications
5. notification to Mid-York Library System
6. emails, texts, or phone calls to staff, volunteers, and Board members
7. other methods of communications as may become available

If there are delays beyond the expected reopening date, regular communication should occur, using the available media outlined above.

### **Criteria for Suspending or Limiting Library Programs**

The Dunham Public Library will consider the following criteria to determine to limit or canceling Library-sponsored programs:

1. mandates, orders, or recommendations regarding group sizes recommended by local, county, and state officials.
2. amount of staff available to run or assist with programs.
3. room usage and availability (for example, community room use may be dedicated to storage or quarantining items).

Public use of the Dunham Public Library's community rooms for non-library sponsored programs will be subject to the above criteria.

### **Virtual Services**

The Dunham Public Library will maintain continuity of library services to the greatest extent possible while working to provide a safe environment and complying with local, county, and state mandates. The Dunham Public Library will strive to minimize the negative impacts on access to resources and services resulting from procedures adopted in response to a pandemic. The Library will work to preserve access to its online resources with the help and support of the Mid York System.

**Draft -1/8/21**

## **Dunham Public Library Work Remotely Policy**

DPL designed our work from home policy to ensure working remotely is beneficial to our employees and the library. Employees work from home or telecommute when they complete their work at a place located outside the physical building.

### **Employees allowed to work from home**

Employees are allowed to work from home only if their job duties permit it. For example, employees who are obliged to come in direct physical contact with patrons, library materials, or the building and grounds are not eligible to work from home under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

Work from home arrangements can be occasional and/or temporary.

Reasons that an employee could work from home include but are not limited to:

- Parenting
- Bad weather
- Emergencies
- Medical reasons
- Other reasons for working from home depend on employees and the director's judgment.

### **Requesting Work from Home Procedure**

When employees plan to work from home this procedure must be followed:

- Employees file a request through email or a Staff Leave Request at least [*two days in* advance. Last-minute requests will also be considered in emergency situations.



- Their supervisor must approve their request considering all criteria mentioned above.
- If the work from home arrangement spans for more than a week, their supervisor and team members should meet to discuss details and set specific goals, schedules, and deadlines.

Employees who need to work from home for unforeseen reasons (e.g. illness or temporary difficult commute) should file their request as soon as possible so supervisors can consider approval.

Drafted October 28, 2020

### 19.3 With Pay

19.3.1 An employee may be granted leave time with pay for up to 2 ½ hours, for purposes of donating blood, receiving vaccinations and/or testing for viruses. ← new

19.3.2 Full-time employees will continue to receive full pay for time off for jury duty.

19.3.2.1 Payment received for jury duty must be returned to the Library. If, while serving jury duty, there is early dismissal, it is expected that the employee will return to work.

19.3.2.2 Part time staff who are called to jury duty should attempt to rearrange their schedules. If this is not possible, special arrangements or scheduling may be arranged by the Director

19.3.4 Cancer Screening: The Library complies with current New York State Civil Service Law. (Refer to Appendix E, F & G) (Effective: March 18, 2018)

## ***MODEL RESOLUTION***

**RESOLVED**, By the \_\_\_\_\_ [title of governing body] of \_\_\_\_\_ [local government name] that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.