Minutes of the Dundee Library Board of Trustees Meeting

June 17, 2019

Mia called the meeting to order at 5:06pm.

Attendance:, Mia Clemens, Darlene Abbott, Connie Bickford, Alida Dombroski, Heidi Fryburger, Darla Hill, Sheree LaMountain, Kay Thomas, Interim Director Linda Nichols, Amy Fleet

* Connie made a motion to approve the agenda. Seconded and passed.

Review of May minutes:

* Darla made a motion to accept the minutes as written. Seconded and passed.

Nancy Elliot is presenting phase 2 of the building construction application to STLS tomorrow. She gave us a preview of her part of the presentation. She started with the history of the library, explained the building phases, that we have hired an architect who attended Dundee Central School, and that we hope to hire a local construction company. She also advised us on what we need to do in terms of fundraising for the project.

Board Training: Linda let us know that the new White board has no memory so we are limited as to how it may be used. She announced that if people use Smile. Amazon.com and indicate Dundee Library for purchases that we will get .05% of all purchases.

Financial Report: See Attached. The board reviewed the May financial information.

* Darlene made a motion to accept the Balance Sheet, Profit and Loss, Reconciliation Summary, and Check detail Reports. Seconded and passed.

Monthly expenditures: See attached.

* Connie made a motion to accept the list of current bills for board approval. Seconded and passed.

Fundraising: Oak Hill has not yet contacted Sheree with the amount made at the barbeque.

Property/Buildings and Grounds: No report. Linda has ordered a regular bike rack. Another library has the small ABC racks like those that were donated by the Rotary, but they sat atop a kind of metal frame so they could be used by regular sized bikes.

Summer Concerts: Heidi handed out a list of concerts. See attached. Contracts have been signed. She showed us a poster that has been made. It may be revised and then will be copied and posted at various places around town.

Grants: See attached. The Tripp Foundation granted the library for the Building Fund.

Librarian’s Report: See attached. Linda reported that The Great Give Back event is being planned For October 19th. She has printed out the completed 2018 Yearly Report to New York State and it is available for viewing.

* Darlene made a motion for approval of the 2018 Yearly report to NYS. Seconded and passed.

Youth Services Report: See attached. The Graphic Novel Club is doing well. The cooking and baking lessons are well attended. The garden in the lawn area is complete and is growing. Amy showed us her new laptop computer that was purchased with an STLS grant.

Endowment report from Vanguard: See Attached

Unfinished Business: Linda reported that we can use a list-serve to email the newsletter to patrons. Mail Chimp is a free service she can use which will include an opt-out statement.

* Mia made a motion to grant Linda permission to use the list serve Mail Chimp for sending the Newsletter and other information to card holders via email. Seconded and passed.
* Darla made a motion of Assurance in support for the Library Construction Project by the members of the Library Board. Motion Seconded and passed.
* Sheree made a motion to purchase one security camera for the children’s room and a monitor for the front desk with ability to save info and with potential to add 3 more cameras. Motion seconded and passed.

New Business: Linda proposed a Computer Replacement Plan with plans to replace some computers and printers each year with complete replacement every 3 years.

* Darlene made a motion to adopt the 3 year Computer Replacement Plan as proposed, and to purchase a computer with memory dedicated to the White Board. Seconded and passed.

With Connie leaving, Mia appointed Darla Hill to take over the treasurer’s position.

* Kay made a motion for Darla Hill to become treasurer of the Dundee Library Board effective immediately. Seconded and passed.
* At Five Star Bank, the following trustees will be signers for the following accounts:

General fund account) signers: Alida Dombroski, Darla Hill, Sheree LaMountain, add Mia Clemens, remove Constance Bickford

Building account) signers: Darla Hill, add Mia Clemens, remove Constance Bickford

Safety Deposit Box) signers: Mia Clemens, add Darla Hill, remove Constance Bickford

Dundee Library Summer Concert Series account) signers: Alida Dombroski and Darla Hill

Motion to accept made by Darla Hill. Seconded and passed.

* Mia made a motion to go into Executive Session to discuss personnel at 7:30. Motion seconded and passed. Sheree made a motion to come out of Executive Session at 7:35.
* Darla made a motion to create the new position of Youth Services Specialist and to approve the job description. Seconded and passed.
* Connie made a motion to appoint Amy Fleet as Youth Services Specialist at a yearly salary of $22,000 with 10 days of paid leave (vacation/sick/personal) and 6 paid holidays. Seconded and passed.

The meeting was adjourned at 7:45.

The next meeting will be held July 15th at 2pm.

Respectfully submitted,

Alida Dombroski