

Minutes of the Dundee Library Board of Trustees Meeting

August 19, 2019

Mia called the meeting to order at 2:02pm.

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

- Heidi made a motion to approve the agenda with Library winter hours and Financial Firm Discussion added. Seconded and passed.

Review of June minutes:

- Heidi made a motion to accept the minutes as written. Seconded and passed.

The July meeting was cancelled due to lack of a quorum. Some bills that were not pre-approved were paid to avoid late fees.

Linda is starting employee evaluations and would like to use a new way to evaluate employees, a change from our current forms. She presented evaluations from Geneva and Bath that judges performance based on how well they follow board goals, and a professional evaluation of Library directors.

- Mia made a motion to change the evaluations for employees and director to new goal oriented evaluations. Seconded and passed.

The board would like to increase the cleaner hours by 2 and a half hours. Linda will speak to her.

Linda announced that Amy has won a grant in the amount of \$1000 to attend the NYLA conference November 13-16. Amy will travel to Alfred on October 11th to receive the grant money.

Endowment report from Vanguard: See Attached

Personnel: Linda has agreed to continue her employment indefinitely. She goes to Florida in January and February at which time Amy would serve as acting director.

- Sheree made a motion to continue the employment of Linda Nichols for 20 hours per week at the rate of 25 dollars per hour as Director of the Dundee Library and not as Interim. Motion Seconded and passed.

Financial Reports: The June report was sent by Tom Rogers just before the meeting and there was no time to copy it to be reviewed by the trustees. The July report was not sent. We will review the June, July and August reports at the September meeting.

- Sheree made a motion to look into finding a local CPA for better financial services. Motion seconded and passed.

Fundraising: Approx. \$575 was made at the June Oak Hill Barbeque fundraiser. The next fundraiser at Oak Hill Bulk Food Store is Saturday September 14th. We need workers.

Buildings and Grounds: Locks have been changed and keys have been distributed. A security camera has been installed, and the flower gardens and vegetable garden have been growing well.

Grants: see attached. The check for Phase 1 construction is expected to come in September. We are expecting STLS and the NY Dormitory Authority to approve Phase 2.

Summer Concert Series: Heidi reported that \$1800 was raised from the requests made to local businesses, which was enough to cover all the performers' contracts. There was a suggestion to start looking for grant money in January. We reviewed successes and problems that cropped up.

- Kay made a motion to take out an ad in The Observer to thank all of the businesses and individuals who donated to the Summer Concert series and list all of the names. Seconded and passed.

Director's Report: Linda and Amy worked at the Yates County Fair at the Yates Library booth. See attached report.

Youth Report: See attached report. Amy reported that that a puppet theater and puppets have been purchased.

Amy had a volunteer from the high school working to get volunteer hours required for graduation. She has been a great help and continues to volunteer. She also had a summer helper paid by the Yates County Youth Bureau. Amy would like to continue with the teens on a paid basis if possible. After some discussion it was decided to table the subject or Amy could ask the school for new volunteers.

Unfinished Business: Linda is using the list/serv but people need to sign up by giving their email addresses. So far she has created a link to the newsletter, but aims to have the newsletter as the message.

Library hours for Mon-Wed. are 2-7pm. Linda would like to go back to opening at 1pm, and closing at 6 for winter. She would like to be open an extra hour on Wed., until 7pm. She would close the library at 5pm on Fridays to make up for the extra hour on Wed.

- Darla made a motion to change the library hours starting October 1st to May 1st.

Our outdoor drop box sometimes gets wet inside in rain. It is also difficult for clerks to reach into it to lift books out and empty it. Linda found a better type of drop box to solve those problems. The price for the box is 773.99 plus shipping.

- Mia made a motion to allocate \$800 for a new Outdoor Book Drop Box Cart. Seconded and passed.

Jan Lord has been working as Account Clerk 10-11 hours per pay period but will aim to reduce the time to 8 hours. She has also reorganized the drawers containing bills, Insurance policies have been found and are now located together so they can be reviewed.

After reviewing the library financial policies Linda found that the library director can approve payment of bills of \$500 and under so the board will not have to approve some of the bills as we have been doing recently.

Budget Preview- the Library needs to order more books-there is room in the budget. Linda has explored book leasing.

On September 24th at 4pm the architect will meet with board members to discuss phase 2 work to be done such as opening the basement to increase space in the children's room, a café upstairs, vinyl flooring and use of old windows that are now in storage in the new construction.

Linda reported that our current printers have problems and one often requires expensive toner. She has found that a good copier/printer with a \$357 a month contract that includes toner and maintenance at NY state contract pricing. This would save the library money.

- Kay made a motion to contract with Xerox Office Equipment Source to obtain a large printer with a multi-function system. Seconded and passed.
- Darla made a motion to donate the old Epson printer to a library in the STLS System. At the September meeting we will discuss Meals on Wheels, Office for the Aging and book loans

The meeting was adjourned at 4:13pm with a motion made by Alida. Seconded and passed.

The next meeting will be held Sept. 16th at 5pm.

Respectfully submitted,
Alida Dombroski