Minutes of the Dundee Library Board of Trustees Meeting

September17, 2019

Mia called the meeting to order at 5:01pm.

Attendance:, Darlene Abbot, Mia Clemens, Alida Dombroski, Heidi Fryburger, Darla Hill, Sheree LaMountain, Kay Thomas, Director Linda Nichols, Amy Fleet, Kate Krueger, Randy Knapp

* Darla made a motion to approve the agenda with Fundraiser Sept. 28 added. Seconded and passed.

Review of August minutes:

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

Architect Kate Krueger from Stream Collaborative in Ithaca spoke about finalizing decisions on layout, materials and logistics for the new construction. We chose layouts for the main floor and the children’s room. Carpet tiles, linoleum tiles or engineered wood were suggested for the children’s room flooring. Kate suggested hiring a consulting engineer to check framing and a MEP engineer to check mechanical, electrical, and plumbing systems. We also discussed logistics concerning the operation of the library during construction and other details. The committee will meet with Kate on September 28th at 4pm to make some final decisions.

Randy Knapp was interviewed as possible Clerk of the Works. He has all of the qualifications for the job but he will be teaching at school except for summer recess. He suggested contacting Herb Carpenter who is also qualified and could be on the job at any time for the whole construction timeline. The board has decided to contact Mr. Carpenter before making a decision.

Endowment report from Vanguard: See Attached. The fund was down $600 this month due to stock market losses.

Personnel: Linda reported that Marjorie Hunt will no longer be making bank deposits for the library. Jan Lord as account clerk will be able to make deposits.

Nancy Elliot has resigned from the endowment committee.

A volunteer named Jason will clean the library the one extra day that we need to keep the library looking clean.

Kristen has resigned due to her family moving out of their seasonal cottage and moving back into their home some distance away.

* Financial: See attached. After reviewing the reports, Darla made a motion to approve the Balance Sheets, Profit and Loss, Reconciliation Summaries, and Check Detail Reports for June, July and August. Seconded and passed.
* Dundee school has sent the monies collected-$153,387 for 2020. Darla made a motion to invest the total amount in a Money Market Account until it is needed in January. Motion was seconded and passed.

 Darla spoke to CPA Tom Podsiadlo from Penn Yan. He has the ability to do what we are asking for, but he is suggesting we use the Quick Book programming over Quicken which is what we are now using. Darla will meet with him on Friday. Our current accountant now works in Canandaigua for H & R Block.

* Monthly expenditures: Mia made a motion to pay Dixon $770 for work done on Grants from 5/28/19 thru 9/3/19. Seconded and passed.

Fund Raising: Oak Hill Bulk Food Store has asked if we want to work the barbeque on September 28th since the group that signed up for that day backed out. We decided we will work at Oak Hill.

Property/ Buildings and Grounds: The air conditioner stopped working and Amy called a service man to fix it. He looked over our furnaces and suggested we might want to look into replacing the older one. We do not know how old it is.

The snow removal and sanding contract with Rutherford and the sidewalk shoveling contract with Westfall need to be renewed in October. Linda will take care of this.

Grants: We need to send a report for Daisy Marquis Jones. We need to apply to the Tripp foundation again. Brian Hildreth needs a report for STLS. The director and youth services specialist will work on these.

Director’s report- see attached

Youth report- see attached

Linda presented a Capital Fund Policy which will create a fund using any surplus of funds left at the end of each fiscal year.

* Sheree made a motion to approve the Capital Fund Policy. Seconded and passed.

Connie Bickford recommended Jann Carr as a possible new board member to replace her.

The 2019 Professional Development Plan, a Library Director Evaluation paper was given out for trustees to use.

Mia gave out the draft of a letter requesting donations to the building fund to be sent out eventually. Trustees looked it over and 2 suggestions for changes were made.

* Darla made a motion to adjourn the meeting at 7:15. Seconded and passed.

The next meeting will be held Oct. 21st at 5pm.

Respectfully submitted,

Alida Dombroski