

Minutes of the Dundee Library Board of Trustees Meeting October 21, 2019

Mia called the meeting to order at 5:00pm.

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

- Kay made a motion to approve the agenda. Seconded and passed.

Review of September minutes:

In the second section the committee was to meet with Kate Krueger on Sept. 24th, not the 28th.

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

Architect Kate Krueger from Stream Collaborative in Ithaca had us finalize the flooring colors for the children's room, new addition and the upstairs Wi-Fi café and circulation desk area. The new idea for the old windows is to hang the top arched section on the walls of the new meeting room and we agreed. Her company has found a source for bricks that will match the outside of the current building.

After a code review we have found that we need to add a sprinkler system in the assembly areas. We need a cost estimate this week to get it on the construction grant application. We also need a handicapped accessible drinking fountain and a mop sink for the Janitor. Kate showed us a revised layout that includes these items.

We will keep the current drop box outside near the parking lot and the ramp. She proposed adding upper storage cabinets in the internet café area. A diaper changing table in the children's restroom will mount from the short side.

We plan to make a November 11th deadline for submission for this month's meeting of the Yates County planning board.

Financial report: See Attached. Darla has opened a Money Market Account with the \$153,387 received from taxes. At an interest rate of 1% we earned \$54.63 last month for a total of \$153,441.63.

We made \$68 in tips at the Oak Hill Fundraiser in September.

- Darlene made a motion to accept the Balance sheet, Profit and Loss, Reconciliation Summary and Check Detail for September. Seconded and passed.

Endowment report: see attached.

Property/ Buildings and Grounds: Nothing to report

Director's report- see attached

Youth report- see attached. Amy is planning a community Thanksgiving dinner on Wednesday, Nov. 20th at 4pm. This would include a dessert baking contest for the children. She plans to have a turkey and foods donated, with another turkey being purchased. She invited board members to make a side dish and attend.

She is planning to participate in the Dundee "Magic of the Season" Parade for A Touch of Christmas on Dec. 14th. She will use the book "Snowmen at Night" as the theme of the library float.

Unfinished Business: Clerk of the Works- no action

New Accountant: Tom Podsiadlo will do payroll for \$1,316 per year. He suggested that our treasurer would be able to do reports, now done by Tom Rogers, by using the computer program Quick Books. The program cost is about \$299. He is willing to teach Darla Quick Books for 4-5 hundred dollars.

- Darla made a motion to hire CPA Tom Podsiadlo to do the payroll starting January 1st 2020. Motion was seconded and passed.
- Darla made a motion purchase Quick Books and get training from Tom Podsiadlo for up to \$700. Seconded and passed.

New Business: Library Clerk- Linda has interviewed 3 people and recommended Morgan Brush.

- Darla made a motion to hire Morgan Brush to the position of Library Clerk for up to 10 hours per week. Seconded and passed.

Kay asked about the status of the 2020 budget. Linda reported that they are still working on it. We are working on the same amount as last year. Since some costs have risen they are looking for ways to adjust other categories.

Annual Evaluation of Director:

- Darla made a motion to go into executive session. Seconded and passed.
- Heidi made a motion to come out of executive session. Seconded and passed.

The meeting was adjourned at 7:30.

The next meeting will be held Nov. 18th at 5pm.

Respectfully submitted,

Alida Dombroski