

## Minutes of the Dundee Library Board of Trustees Meeting December 16, 2019

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

Attendance: Darlene Abbott, Mia Clemens, Alida Dombroski, Heidi Fryburger, Darla Hill, Sheree LaMountain, Kay Thomas, Director Linda Nichols, Amy Fleet, Kate Krueger, Herb Carpenter, Nancy Elliott, Caryl Sutterby, Mary Mahiques

- Agenda approval- Darla made a motion to accept the agenda. Motion was seconded and passed.
- Darlene made a motion to approve the November minutes as written. Seconded and passed.

Director's Report: See attached. Linda reported that there is a plumbing problem again. Ribbles are coming with a camera to try to find the problem. There was a previous problem after the town had heavy equipment out front this summer digging along the street.

After having issues with ice in the parking lot Linda has learned that Rutherford will not come automatically, but someone will need to call him when needed.

The Penn Yan Chronicle Express reporter interviewed Linda after the Yates County Planning Board meeting and published a positive article about the construction project. Linda was told about the Yates Endowment Fund for financial aid.

In January the library will start the program "1000 Books before Kindergarten". They will apply for a grant in July.

Kate Krueger: has 97% done on the bid set, so it will be ready to send to contractors soon.

We will need a new ramp in the back. The Lion's Club builds ramps, so it could build a ramp for the temporary back door.

New engineering news: When the original foundation wall is removed to expand the children's room, new footings need to be placed under an engineered beam in the room.

When the historic windows are restored the library will coordinate the painting of the windows.

The heat pump will be on the roof of the new building.

We considered floor options and chose colors.

So far 2 contractors have shown interest in submitting bids. They would be able to start the project at a reasonable time. Kate will send out for bids this week.

Financial report: See Attached.

Darla reported that the Oak Hill fundraiser raised \$550.

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

CPA Tom Podsiadlo will set up direct deposit of paychecks for library employees.

- Darla Hill made a motion to change the number of signatures needed on checks drawn from all accounts associated with 5 Star Bank to one signature for the purpose of direct deposit. Seconded and passed.

Endowment report: see attached. Kay reported that Gail Eyer has again donated a significant amount of Altria stock to the Library Endowment Fund. Kay sent Gail a card of thanks for all of her donations to the Dundee Library.

The Policy for the Dundee library endowment fund will need to be reviewed and updated, and amended if it needed for the construction project.

- Darla made a motion to designate money that Gail Eyer donated to the endowment fund in 2018 and 2019 to be held in the endowment fund until such time as needed for construction costs. Seconded and passed.
- Mia made a motion to designate Darlene Abbott to take over the chairmanship of the Endowment Fund. The motion was seconded. The vote by roll call:  
Darla-yes  
Heidi-yes  
Kay-yes  
Darlene-abstain  
Mia-yes  
Alida-yes.  
Motion passed.

With the local grocery store, Martini's, closing; the library will have to find another store or stores for library supplies and program needs.

Grants: The library has been awarded \$4500 by the Morris Foundation.

Linda presented the proposed Budget for 2020. Since all services are increasing their rates she recommended raising the budget 1% for the next vote as a Dundee C. S. proposition.

- Kay made a motion to accept the proposed Budget for 2020. Seconded and passed.

Youth report- see attached.

New Business: Linda recommended ending fines for late items returned to the library. We will still charge for lost books.

- Sheree made a motion to eliminate fines as of January 1, 2020. Seconded and passed.

Linda presented and explained a new one page evaluation process for evaluation of library clerks.

The next meeting will be our Annual Meeting. Mia's term has ended.

- Darla made a motion to appoint Mia as a trustee on the board. Seconded and passed.

Most of the prospective board members were contacted. Two were in attendance: Caryl Sutterby and Mary Mahiques.

Mia asked us to review the committees and asked who would like to be on various committees.

Kay announced that she must resign from the board effective Dec.31<sup>st</sup> since she is moving to Maryland near Washington D.C. to be near family.

Darla made a motion to adjourn at 7:52. Seconded and passed.  
The next meeting will be held Tuesday, Jan. 21 at 5pm.

Respectfully submitted,

Alida Dombroski, Secretary