Minutes of the Dundee Library Board of Trustees Meeting

November18, 2019

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

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

* Agenda approval- Heidi made a motion to accept the agenda with the addition of Grants. Motion was seconded and passed.
* Kay made a motion to approve the October minutes as written. Seconded and passed.

Herb Carpenter and Lynn Ninos were in attendance and were introduced.

 Linda announced that Kate Krueger has completed and submitted the building permit for Phase 1 of the construction to be reviewed at the Nov.21st meeting of the Yates County planning board. Linda will attend. Kate also has discovered that we may not need sprinklers throughout the whole building. She will be able to submit an amendment to the budget to the state, if needed.

 Herb Carpenter spoke about his construction experience and the fact that he also worked for Paul Brown Construction. He stated that he is interested in the job of Clerk of the Works for the construction project.

 Board Training: Linda stated that there has been progress with the staff being responsible for tasks previously done by board members. Jan as account clerk is getting paper work done. There are now at least 2 clerks covering the building at all times.

 Lynn Ninos has been working on Fridays and as a sub, mostly in the children’s room.

 Financial report: See Attached.

Darla reported that the 2018 filing of tax forms occurred in November. Tom Podsiadlo will start working for the Dundee Library in January. He would like to change payday from Tuesday to Friday. Currently the pay period ends on Saturday, so the later earnings would then be paid on the following Friday. Discussion followed. Tom Rogers will continue until the end of the year. Oak Hill has not sent the money from the fundraiser in September.

* The architects Stream Collaborative have submitted an invoice to be paid for documents completed as part of the construction process. Darla made a motion to pay architectural firm Stream Collaborative $8,000 for 50% of the completed documents invoice #2693. Seconded and passed.
* Alida 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: Gutters have been cleaned. Mike Westfall who does snow shoveling of the front sidewalk and steps has changed his hourly rate from $10 to $20. The contract has not been signed and we will check into finding another person if we can get a lower rate.

Grants: The library has been awarded a $3000 grant from the Elmira-Corning-Keuka Endowment.

Linda submitted reports to Daisy Marquis Jones and to the Mc Donald Foundation.

Institute for Museum and Library Services Grant- cannot submit a grant for construction.

An application will be submitted for The STLS Outreach Grant. Amy plans to have a raised bed for planting in the spring.

 Ray Willis has done some odd jobs including a “thermometer” measuring our fundraising efforts for the construction. Kay has asked him to add “and Donations” after “Grants”, but he has not yet done the work.

Director’s report- see attached. Linda announced that all of the various insurances that we have will continue with the same companies but they will now all be signed to the local Miles Agency in Dundee which is technically Stork Insurance for Nationwide.

 Linda presented the preliminary Budget for 2020. She suggested that we do not need an external audit this year. Since the furnace is aging she suggested setting aside some funds each year in anticipation of replacing it. We discussed if we should pay for future adult programming or ask for volunteers. Since all services are increasing their rates she suggested that we ask for a modest increase in taxes.

The 2020 U.S. Census will be done on line and people will need assistance in completing it at the library.

Youth report- see attached. Amy reported on the conference she attended. She would like a book scanner to check out the books in the children’s room. Also, she would like a computer program with activities on it. The software comes with color-coded keys (similar to ABC Mouse).Amy is planning a community Thanksgiving dinner on Wednesday, Nov. 20th at 4pm. Board members signed up to make a side dish. She is expecting around 20 people.

New Business: Mia appointed Heidi, Kay, and Doreen to the Nominating Committee for 2020 officers.

A list of prospective Board members was presented. Most will be contacted by the next meeting.

The new schedule for 2020 was presented. The Jan. 21st meeting will start at 5pm, Feb. 24th, 5pm. In case of a snow cancellation, meetings will be held on Tuesday at 5pm.

* Sheree made a motion to go into executive session at 7:02 pm. Seconded and passed.
* Darla made a motion to come out of executive session at 7:13 pm. Seconded and passed.
* Kay made a motion to hire Herb Carpenter as Clerk of the Works with the salary of $10, 000. Motion seconded and passed with 1 abstention.
* Darla made a motion to appoint Tom Nichols as a per diem substitute clerk for $10. Seconded and passed.
* Heidi made a motion to appoint Lynn Ninos as a clerk not to exceed 20 hours per week, at $15 per hour. Seconded and passed.

The meeting was adjourned at 7:17.

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

Respectfully submitted,

Alida Dombroski