Minutes of the Dundee Library Board of Trustees Meeting

February 25, 2020

Mia called the meeting to order at 5:08pm.

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

* Agenda approval- Sheree made a motion to accept the agenda with the additions of Fundraising, and Our Town Rocks Bookshelves. Motion was seconded and passed.

Minutes of January meeting: Amendments- add Mia and Mary are beginning their first full term on the board and Sheree is beginning her second term

* Darla made a motion to approve the January minutes with the additions. Seconded and passed.

Construction: Bids were received from ACP (Architectural Concrete Plus, LLC) and Chrisanta.The bids are over our original budget.

There will be a conference call with ACP on Feb. 26th. Herb Carpenter will take part in the conference call. It was recommended to budget 6% for overages.

The third company, Massa, missed the bid deadline. Another company contacted did not want to bid.

The second state grant has been approved except by the Dormitory Authority which is expected to approve. Phase 1 money- The state leaves out 10% which will come in after the project is completed.

Linda recommends ACP Construction, and to authorize Mia to sign the contract.

* Heidi made a motion to accept the ACP bid and give Mia authority to sign the contract. Motion seconded and passed. There was one abstention.

Our next steps are to send letters asking for donations and to display a “thermometer” to show phase 2 monies and donations.

Herb Carpenter will meet with Linda to discuss an agreement to state in writing the definition of the duties and expectations of his job.

Financial report: See Attached.

* Heidi made a motion to accept the Balance sheet, Profit and Loss, Reconciliation Summary and Check Detail for January. Seconded and passed.
* Sheree made a motion to pay Stream Collaborative $4,802.92 for a special engineering evaluation of systems on the building proposal that has been completed. Seconded and passed.

Endowment Report: Vanguard investments total $268,262 as of Jan.31. Darlene has set up 3 files that board members may access. One is for relevant documents, the second for the monthly statement and a third for the monthly “Independent Advisor”.

Summer Concert Series-Heidi reported that we will have vendors at the concerts and they will keep all the money that they make. We did not pass the hat for donations last year but we will start that again this year. She would like to get the group Mr. Mustard this year because they will draw more people. The fee is $1000. Heidi will send letters to local businesses to collect funds and she would like Dixon to look for grants. Caryl Sutterby of Our Town Rocks can help her. She thinks that some groups may play for free or at a discount. She would like to look into Arts Council Grants.

Concerts will be on Thursdays from 6:30-8pm from July 9th-Aug. 13th.

Director’s Report: See attached. Linda reported that the employees now have magnetic name tags. Year-end statistics show 5,293 wireless connections in 2019 which is in the mid-range for libraries of our size. We are fine-free as are most small libraries. Holds are working well and they are arriving faster. Transactions are up, Amy’s attendance numbers are up, and we are starting new adult programs.

Youth report- see attached.

ACP and Ribble’s will submit bids on the sewer repair.

* Sheree made a motion directing Linda to have the sewer line fixed spending up to $4,000. Seconded and passed.

New Business: Committee assignments- See Attached for chairmen. Mia asked for volunteers to sit on the committees. Darla Hill is designated as the check signer for the summer music series checks.

Members of the Budget committee will be Linda Nichols, Darla and Sheree.

There will be no Construction Committee needed.

Endowment Committee- Darlene, Gail Eyer, Mary

Fundraising Committee- Sheree, Heidi, Mary, Darla

Nominations- fill when needed

Policy Review Committee-Linda N, Darlene, Sheree and Mia

Property-

Strategic Planning- Linda has ideas for a new process to put into use.

Summer Concert Series- Heidi, Cathy Moskal, Mary Cornish and Maria Cooper

* Darla made a motion to accept the list of committees as submitted. Seconded and passed.

Linda looked into replacing the lift because of recurring problems. The cost would be $28,000.

Sheree talked about fundraising ideas including a winery evening with raffles, book signings, authors, artists, silent auctions, and Oak Hill barbecues possibly on the Monday holidays, and Memorial Day garage sale.

Our Town Rocks is donating red bookshelves to Kindergarten students once again.

* Sheree made a motion to purchase books to donate for the red bookshelves. Seconded and passed.

A proposal was made to move the board meetings to the 3rd Tuesday of each month. It was decided to continue the discussion next month.

Linda stated she would like to find a grant for a new sign for the back garden.

* Darla made a motion to adjourn at 7pm. Seconded and passed.

The next meeting will be held Monday, Mar. 16 at 5pm.

There will be Trustee training from 3pm- 4:30pm.

Respectfully submitted,

Alida Dombroski, Secretary