Minutes of the Dundee Library Board of Trustees Meeting

January 21, 2020

Mia called the meeting to order at 5:07pm.

Attendance:, Darlene Abbott, Mia Clemens, Alida Dombroski, Heidi Fryburger, Darla Hill, Sheree LaMountain, Director Linda Nichols (via speaker phone), Amy Fleet, Caryl Sutterby, Mary Mahiques, Randy Rucker

* Agenda approval- Darlene made a motion to accept the agenda with the additions of Unfinished Business- Tax Increase below the Tax Cap and Hazard Insurance. Motion was seconded and passed.
* Darlene made a motion to approve the December minutes as written. Seconded and passed.

 Construction update: The original section of the building does not need to be fitted with sprinklers because of its concrete and steel construction. The Lion’s club has been contacted and they will build the temporary ramp to be used during construction at the temporary back door. Kate Krueger recommended hazard insurance. Our insurance agent Mark is looking into it. We may be partially covered by our current policy. He will get back to Linda.

 Financial report: See Attached. Direct Deposit of paychecks is working well. Mr. Podsiadlo has started working for us. The reports came in on time. The Quick Books program has been downloaded but Darla has not been able to access it. She and Tom are working on the problem. Darla presented the 2020 list of Recurring Bills and Service Providers.

* Darlene made a motion to accept the Recurring Bills and Service Providers for 2020. Seconded and passed.
* Alida made a motion to accept the Balance sheet, Profit and Loss, Reconciliation Summary and Check Detail for December. Seconded and passed.
* 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.
* Darla made a motion to create a Capital Reserve Fund from the General Account of monies left over from the 2019 budget, minus the grant money. Seconded and passed.

The sewer pipes need to be cleaned. Ribble has given an estimate of $1800-$2000 plus sales tax and fees. We need more estimates and Washburn, Van Dyke and Lamoka Valley Builders were suggested.

 A bill from grant writer Karen Dixon has been received from for the amount of $275.

* Darla made a motion to pay Karen Dixon $275. Seconded and passed.

The library has been awarded $2500 from Walmart to purchase books.

Endowment Report: Vanguard investments total $269,237, the current amount reported this month. Gail Eyer and Darlene are on the committee. We must amend our policy on Endowments. Darlene will set up 2 files, one for quarterly reports and another for “Independent Advisor” for next month.

Director’s Report: See attached. On January 31st the Library will host a Tea at 1pm to commemorate the 100th anniversary of the opening of the Library building in 1920 with coffee, tea and baked goods. It has been announced in the Observer, on Facebook, the internet, and signs around town.

 Linda would like to have a celebration/fundraiser at a winery in the near future.

Linda recommended that the library ask for a small increase in the tax levy for this year due to rising costs.

* Darla made a motion to increase the tax levy by $5,613 to not exceed the tax cap. Seconded and passed.

A representative will attend the D.C.S. board meeting on February 6th.

Youth report- see attached. The end of the year report showed that attendance at programs has increased this year when compared to last year’s statistics. Amy would like to speak to the school English classes about starting a Teen Council at the library. She also wants to get some tax forms from Tom Reed’s office so we can help tax preparers. Amy has an idea to increase attendance at story time by holding it at various locations around town.

New Business: The Nominating Committee, Darlene and Heidi presented the proposed slate of officers for 2020: President: Mia Clemens

 Vice President: Sheree LaMountain

 Secretary: Alida Dombroski

 Treasurer: Darla Hill

* Darlene made a motion to accept the slate of officers for 2020 as presented. Motion seconded and passed.

Mary Mahiques has agreed to fill out Kay Thomas’ term which ends December 31, 2020.

* Darla made a motion to approve Mary Mahiques as a Dundee Library Trustee to fill Kay Thomas’ term ending December 31, 2020. Seconded and passed.

Randy Rucker was also in attendance as a prospective trustee.

Mia, Mary and Sheree took the oath of office and filled out papers to begin new terms as trustees.

Mia asked us to review the committees. She will make committee assignments next month.

Amy has been working up to 7 hours extra per week as a substitute for Linda.

* Darla made a motion to go into executive session at 6:23pm. Seconded and passed.
* Mia made a motion to come out of executive session at 6:26pm. Seconded and passed.
* Mia made a motion to pay Amy up to 7 hours per week at $20 per hour retroactive to when she started substituting for Linda. Seconded and Passed.

Heidi made a motion to adjourn at 6:31. Seconded and passed.

The next meeting will be held Tuesday, Feb. 25 at 5pm.

Respectfully submitted,

Alida Dombroski, Secretary