Minutes of the Dundee Library Board of Trustees Meeting

March 16, 2020

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

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

* Agenda approval- Sheree made a motion to accept the agenda with the additions of Public Comment, Caryl Sutterby and Closings. Motion was seconded and passed.

Minutes of February meeting: Amendments- Mary Is completing Kay Thomas’ term on the board, not starting her first term.

* Sheree made a motion to approve the February minutes with the correction. Seconded and passed.
* Darla made a motion to accept Caryl Sutterby as a trustee to complete Connie Bickford’s last year of her term. Seconded and passed.

Construction: The contract with ACP has not yet been signed.

 Financial report: See Attached.

* Sheree made a motion to accept the General Ledger, Money Market Account, Concert Series, and Reconciliation Summary reports for February. Seconded and passed.
* Darla made a motion to authorize payment of $800.50 to CW Contracting for work completed and electrical work from the grant.

Endowment Report: Darlene reported that markets have dropped but we should not be concerned as the market fluctuates. Darlene and Heidi made out a sheet of information to help them with Vanguard information. They will protect our account by getting rid of extra Vanguard access sheets.

Summer Concert Series-Heidi reported that she got the Mr. Mustard group for a concert. She is still hoping that some groups may play for free or at a discount. The Arts Council has an application process for grants starting in October, so that is not a source for funds for this summer. Other members at the meeting were Mary Ann Cooper and Mary Cornish.

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

Fundraising: Heidi is willing to host another yard sale on Memorial Day, so start collecting items and spread the word.

The Governor of New York banned gatherings for the next month due to the threat of the spread of the Novel Corona Virus, so our planned Bunny Breakfast in April will not take place. We are practicing “social distancing” at this meeting by sitting as far away from each other as possible.

We are scheduled to work the Oak Hill barbecue On May 30th. We may be able to get a fall date if a group cancels.

Director’s Report: See attached. Linda announced that all programs must be cancelled starting March 16th due to the governor’s mandate. Re-evaluation will take place on April1st, but Amy will make plans for April anyway.

Youth report- see attached. Amy plans to visit the high school after the schools start back. Schools are closed to slow the spread of the Corona Virus by the governor’s mandate. People are not to congregate in groups of 10 or more.

We may not be able to meet in April so we may have to schedule a teleconference for our April 19 meeting.

Strategic Planning-Mia wants all trustees to be involved in strategic planning. We will be using the book “Strategic Planning for Results” and will make a 3 year plan.

Policy Review- A stack of financial policies was handed out to review. Caryl Sutterby volunteered to be on the policy committee.

New Business: Closing of the library - The Library will close March 18th. The plan is for each clerk to work 12 hours per week. PJ and Linda 10am-2pm, 3 days per week

The cleaner Linda will work her regular hours.

Linda Nichols and Amy Fleet – one will come in each day.

 Darla and Jan will continue to work on finances.

The doors will be locked. The staff will take phone calls from patrons who want books 10:30-11, Mon- Sat. and will arrange for them to pick up their books from 12:30-2pm

Patrons will be encouraged to use e-books.

Census-Amy will give info over the phone.

Closing will last until April 1st, but could last until April 15th or even 8 weeks.

Caryl reported that Our Town Rocks will remain open. They have 3 computers people may use, they will work with youth, and Keuka Housing will be available.

* Darla made a motion to adjourn at 6pm. Seconded and passed.

Respectfully submitted,

Alida Dombroski, Secretary