Minutes of the Dundee Library Board of Trustees Meeting

May 18, 2020

The meeting took place on the internet platform Zoom due to restrictions on public meetings during the Corona virus pandemic.

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

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

* Agenda approval- Mary made a motion to accept the agenda. Motion was seconded and passed.
* Darla made a motion to approve the March 16th minutes as written. Seconded and passed.
* Sheree made a motion to approve the March 23rd minutes held on telephone Go to Meeting site. Seconded and passed.
* Caryl made a motion to accept the minutes of the April 2nd meeting that was held on Zoom. Seconded and passed.

**Construction**: Phase 1 construction started last week. They have poured the footers. They had to remove old concrete that had been covered by dirt and the parking lot probably from a building predating the current library building. Amy has moved much of the downstairs bookcases, books, and items to the upstairs areas with some help. Darla has moved the financial desks, computer, etc. upstairs as well. Since the library has been closed due to orders concerning the Corona Virus crisis, we have not needed to build a temporary ramp into the building in the back. Linda reported that Herb has been doing a good job as clerk of the works communicating with the construction crew and reporting to Linda. This phase of construction may be done by the end of the year.

 **Financial report**: See Attached. Members commented that the new format of the reports is easier to read. Darla stated that she would like to add an unbudgeted line for grants that we receive.

* Caryl made a motion to accept the Building Fund, Money Market Account, Concert Series, General Fund Register, General Fund Reconciliation, and Budget vs. Actual for Gen. Fund and Profit and Loss reports for March and April with Kudos to Darla for all of her work. Seconded and passed.

The bill for the architect in the amount of $600 and the bill for the sewer pipe repair for $3000 have arrived, but these amounts were approved by the trustees through motions from previous meetings.

Payments for the Contractor will go through the Architect.

* Darla made a motion to add the Architect Vendors to the list of recurring bills. Seconded and passed.

**Summer Concerts**: We had previously cancelled the summer concerts due to the Governor banning all public gatherings during the Corona Virus pandemic. It was suggested we sponsor virtual online concerts. Now, New York business are starting to reopen in phases. Caryl suggested that we not cancel or commit and members agreed. Mia stated that things are on hold until we know what will be allowed.

**Fundraising**: Yard sale fund raiser is not allowed as yet. Heidi is collecting items at her home to sell at a later date.

 The Oak Hill Bulk Food Store barbecue fundraiser will be held on May 30th. Notify Sheree if you can work from 9-3. At least 10 people are needed.

**Director’s Report**: See attached. Linda has put a pause on purchasing books because the library is closed and deliveries were sometimes being left outside the door. Since more people are borrowing e-books from the library through STLS she would like to purchase a wider variety of new e-books from STLS.

* Mia made a motion to authorize Linda to purchase e-books from STLS in the amount of $1500. Motion seconded and passed.

Linda has applied for a $6000 grant.

**Youth report**: see attached. They are thinking about starting a(n)Ukelele Club. Aspiring Chef’s is doing well online.

**Strategic Planning**: Linda may send out a survey since we cannot interview people in person at this time.

**Changing** the day of the week for our meetings from Mon. to Tues. - will revisit at a later date.

**Endowment**: See attached. Darlene sent a rough draft of basic information about the endowment that she would like to give to new trustees in the future. She asked trustees to review it and send her any comments or suggestions they may have.

* Heidi made a motion to sell $20,000 worth of Altria stock and apply it to the subaccount Building Fund at Five Star Bank. Seconded and passed.

 **Policy Review:** Outside Financial Consultant Policy- Caryl made a motion to get rid of this policy since it no longer applies to our current financial process. Seconded and passed.

Purchasing Policy, Gifts Policy- no changes except for corrected grammar as recommended by the committee.

* Heidi made a motion to accept the Purchasing, Petty Cash, Claims audit, Credit Card, and Gifts Policies. Seconded and passed.

**New Business**: Libraries are in Phase 4 of the Governor’s plan to reopen New York businesses because of the high risk of people catching the virus by gathering in public places. If given permission (if Covid 19 cases do not increase significantly) the earliest date to open will be June 21st. Most local libraries are planning to open on June 29th with curbside pick-up. Linda is expecting to have the staff return on June 29th and open 2 weeks later for book borrowing. Returned books will have to be quarantined before they can be loaned out again but Linda is not sure how many days that will be. Because of the construction most of the lower floor books and furniture have been moved upstairs and only the front entrance will be used.

 Linda may send out post cards to the public using bullet statements.

 The yearly report needs to be published.

 A recommendation was made to expand the WiFi signal so more people will be able to connect to it.

* A reminder was given to help Herb Carpenter by not taking photos of the ACP employees.
* A reminder was given for library patrons to please utilize Overdrive and Libby on the website.

Ray still needs to hang the new 100 year anniversary banner over the front door and to make the thermometer display for the second phase of construction monies and donations.

Randy Rucker, a businessman from Himrod has 3 children who enjoy library activities.

* Heidi made a motion to accept Randy Rucker as a new Dundee Library Trustee to begin a new 3 year term. The motion was seconded and passed.

Heidi made a motion to adjourn at 6:15pm. Seconded and passed.

Respectfully submitted,

Alida Dombroski, Secretary