Minutes of the Dundee Library Board of Trustees Meeting

June 18, 2020

The meeting took place on the internet platform Zoom and with some members at the library keeping social distancing due to restrictions on public meetings during the Corona virus pandemic.

Mia called the meeting to order at 5:11pm.

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

* Agenda approval- Heidi made a motion to accept the agenda. Motion was seconded and passed.
* Heidi made a motion to approve the May 18th minutes with these corrections: under Director’s Report, Linda has applied for a grant for emergency funding to start required modifications for pandemic in the amount of $1900 or more. Amy has applied for a $6000 grant to implement the program Girls Who Code. Seconded and passed.

**Construction**: It is the end of week 5 and the walls are up. The back vestibule roof is off and they have gone through the wall in the basement. There have been 2 additions to the budget. The construction team did not turn the fire alarm off so it was triggered due to dust and fire trucks arrived. Linda reported that Herb has been doing well working with ACP.

 **Financial report**: See Attached.

* Heidi 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 May. Seconded and passed.
* Change Orders: The contractor has found a brick for the building that matches the old brick exactly. The price is $1,035 over the budgeted amount. Mia made a motion to authorize spending an additional $1,035 for the purchase of the matching bricks. Seconded and passed.
* The concrete will be subject to necessary compaction testing next week. Randy made a motion to pay Atlantic Testing for necessary construction testing. Seconded and passed.

ACP is doing work on Phase1 and Phase 2 together, so they will let us know which phase is being billed when they submit bills.

**Summer Concerts**: Heidi is holding a garage sale to benefit the Summer Concert Series fund on July 3rd. Bring items to Heidi’s house.

Darla suggested that we hold concerts at the Baptist church to so they can be in control of social distancing. Can we maintain social distancing outdoors? Open air is said to be better. Decision to be made later.

**Fundraising:** Sheree reported that businesses are not booking events due to the pandemic, so ideas are on hold.

 The Oak Hill Bulk Food Store barbecue fundraiser: Thirteen people worked at the barbecue. We made $980 from Oak Hill plus $58 in tip money, a total of $1,038.

**Director’s Report**: Linda and Angela (director of the PennYan library) were guests on WFLR radio on Fri. June 12 to discuss the procedures put in place to allow books to be borrowed and other news about the local libraries. They were offered a monthly spot on the radio and they would like to do it.

Linda reported that staff will return on June 28th to prepare the library and put covid19 procedures into effect. Dundee library is planning to begin curbside pick-up on July 13. The local libraries have been publishing notices in the local newspapers. If libraries are allowed to open in September, we have only one exit/ entrance so we will have to re-evaluate the status at that time. Linda does not want books to be returned until the library reopens due to lack of space. When books are returned they must be quarantined for 3 days until they can be loaned out again. The return box will be set up at the front steps.

**Youth report**: see attached report. Amy reported that all of her programming has been virtual online sessions. Numbers of people watching on line have been high. Amy will post programs online 3-4 days per week this summer. She will work with the Spring Street ARC and plant a garden on their grounds. Children will sign up for the summer reading program on line. During the last week of August there will be no special programming. There will be signs in front of the library.

**Strategic Planning**: Linda said we should start with 4 months of surveying people. Asking people at work, church, etc, and ask what they want the library to do for the community. Then we can start to work on a 3 year plan. Look at the old plan on line. We will wait until July to start.

Freegal ends at the end of June.

 **Policy Review:** Endowment Policy. The endowment committee met with Linda and they did a line by line review of the Endowment Policy. They recommend omitting references to subaccounts since there are no subaccounts, and omitting “money taken out and spent cannot be replaced from public funds” since it is a law that does not need to be restated in the policy.

* Darla made a motion to omit “unrestricted” and accept the changes listed above and to bring back any other proposed changes to the July meeting. Seconded and passed.

**New Business**: New plans will be in place when the library reopens on July 13. An employee will take phone orders from 12-4 pm Mon-Fri and get the holds that are placed on StarCat. Patrons will be notified when their books, DVDs, etc. are ready and a pick-up time arranged. Books will be bagged and placed on a table at the top of the front steps or will be at the bottom of the steps if the patron is not able to negotiate the stairs. There will be a bin at the top of the stairs for returns. Returned items must sit for 3 days before they can be loaned again to avoid spreading the corona virus. The restrooms will not be open to the public since the whole bathroom has to be cleaned and sanitized after each use. People may enter the library to use the computer. They must do their work and leave. Amy will help anyone who needs to report for the census. Only people with Dundee Library cards can borrow books available at this location. Only bring books back when taking out he next books. These restrictions are set by New York State. It will not be easy or convenient.

**Endowment report:** The current value is $253,599, an increase of $6,883 since April.

Darla made a motion to adjourn at 6:16pm. Seconded and passed.

The next meeting will be July 20 at 5pm, tentatively to be held at the library.

Respectfully submitted,

Alida Dombroski, Secretary