Minutes of the Dundee Library Board of Trustees Meeting

July 18, 2020

The meeting took place with 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: Mia Clemens, Alida Dombroski, Heidi Fryburger, Darla Hill, Sheree LaMountain, Mary Mahiques, Caryl Sutterby, Director Linda Nichols, Amy Fleet

* Agenda approval- Caryl made a motion to accept the agenda with the addition under New Business- Gutters. Seconded and passed.
* Sheree made a motion to approve the June 2020 minutes. Seconded and passed.

**Construction**: We have made one payment. The brick work is 90% complete. They will start the interior soon. Most of the demolition in the lower level is done and the steel beam is in. They had to put in a second beam because the original building and the 70’s addition were not connected. A wood beam was installed in the 70’s addition. They will start the framing and wallboard soon.

The Tripp Foundation has awarded the Library another $40,000 and it has been received. We are again applying for a Daisy Marquis Jones grant.

Amy obtained a cabinet and 2 desks from the VanEtten Library. We have rented a storage unit on Vine Street. Alan Giles is refurnishing Linda’s desk.

**Financial report**: See Attached.

* 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 June. Seconded and passed.

Linda will start working on the 2021 budget.

* Alida made a motion to pay Connect-a-Service $670 for moving furniture from VanEtten to Dundee. Seconded and passed.

At the garage sale fundraiser $903 was raised for the Summer Concerts program.

**Summer Concerts**: At the garage sale fundraiser $903 was raised for the Summer Concert Series.

**Fundraising:** See above

**Director’s Report**: Since scientists have determined that magazines and board books can hold the live virus for 96 hours, we have now been directed to hold returned items for 4 days until they can be available for loan again.

**Youth report**: see attached report. Amy reported that she holds the Book Club and Girls Who Code groups in person in the outdoor space behind the library so they can maintain social distancing. All other activities are on line. Amy recommends hiring performer Nan Hoffman to perform for only those who signed up for the summer reading program. She is going to look into using the Baptist church for the concert.

* Darla made a motion to hire Nan Hoffman for an August 12 program. Seconded and passed.

**Strategic Planning**: Linda has posted a Survey for us to use to for people we know and for those we meet by August. We need to write a positive mission statement. Members suggested sending the survey on a postcard to library card holders. Linda will look into this.

**Policy Review:** Endowment Policy.

* Sheree made a motion to accept the revised edition of the Endowment Policy. Seconded and passed.

**New Business**: Darlene was the endowment committee chairman, but she has tendered her resignation from the Board of Trustees.

* Alida made a motion to accept Darlene Abbot’s resignation from the Board. Seconded and passed.

Janis Lord has resigned from her positions as Clerk and Account Clerk.

* Caryl made a motion to accept Janis’ resignation. Seconded and passed.
* Sheree made a motion to appoint Breanna Dykes as Clerk and account Clerk for up to 18 hours per week. Seconded and passed.

Linda Decker’s husband is in the hospital and has requested Federal Medical family leave. She will receive 60% of her regular pay per our insurance.

* Caryl made a motion to grant a Family and Medical leave (Federal) and Paid Family Leave (New York) to Linda Decker. Seconded and passed.

The library is in need of a new Lift. Linda has researched and found one that will fit in the current space. We do not have room for an elevator which would cost approx. $70,000. A new lift would have automatic doors, better lighting and an emergency phone. Cost of the lift would be $28,000 plus approx. $7,000-8,000 for installation. Ms. Dixon is writing a proposal for an STLS grant. New York State drastically reduced funds to STLS for construction grants, but we would ask for 50% match.

* Darla made a motion to get a new Lift. Seconded and passed.

The front gutter is still leaking. The company that will be doing maintenance on the slate roof this year will also replace the gutter at the same time for $849.

* Caryl made a motion to approve up to $900 for the gutter replacement. Seconded and passed.

The stairs below the gutter also leaks, so there is another gutter under the stairs behind the lower level children’s restroom to catch water from the leaky stairs.

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

The next meeting will be August 17th at 5pm, to be held at Our Town Rocks office at 12 Main St.

Respectfully submitted,

Alida Dombroski, Secretary