

# Minutes of the Dundee Library Board of Trustees Meeting

## August 17, 2020

The meeting took place at the Our Town Rocks office so we could keep social distancing due to official restrictions. Mia called the meeting to order at 5:02pm.

Attendance: Mia Clemens, Alida Dombroski, Heidi Fryburger, Darla Hill, Sheree LaMountain, Caryl Sutterby, Director Linda Nichols, Amy Fleet. Excused-Mary Mahiques

- Agenda approval- Heidi made a motion to accept the agenda with the addition under New Business- Fire Alarm. Seconded and passed.

Minutes Approval: Corrections are that Heidi Fryburger was absent, and Linda's desk was being refinished.

- Sheree made a motion to approve the August 2020 minutes as corrected. Seconded and passed.

**Construction:** ACP says that they may be finished by the end of October. The heating people ran more heating ducts. They are waiting for a new sign to arrive. The carpenters are currently working in the upstairs area. The current ramp is too short so a new one will be needed and will have a landing. Kate came to see the construction. There is a problem with the vertical bricks which are wavy in one area.

STLS has approved the new lift at 75%, that is \$40,000. Dundee library will need to pay \$10,000. Herb Carpenter works on everything and he's been at the construction site every day, 14 weeks so far.

**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 July. Seconded and passed.
- **Summer Concerts:** We will be able to have summer concerts employing New York State guidelines. We need to plan soon, as summer is almost over.

**Director's Report:** The library is now going to let people inside with a one-half hour limit. Masks and hand sanitizer will be used. Linda would like to update the unaccompanied children policy in view of the pandemic. Children in the past have come to the library when school is dismissed, particularly on the day of early dismissal, and stayed until picked up or chose to leave.

STLS sends guidance for libraries, but some libraries opened up when it was not recommended.

Linda is going to start an adult program on Thursday afternoons, -Outdoor Reading.

**Youth Services report:** see attached report. Amy has had some of her programs in person in the outside garden area and these groups are doing well. The summer reading program has 5 children who are ahead of their goal. The Girls Who Code program has 7 or 8 signed up. There is supposed to be a 3<sup>rd</sup> to 5<sup>th</sup> grade group and a 6<sup>th</sup>-12<sup>th</sup> grade group, but she is presenting the 3<sup>rd</sup>-5<sup>th</sup> grade program to all.

When school starts the after school program is in question. No money was sent for the 2020-2021 program.

Amy is interested in exploring a team for the Odyssey of the Mind –Rochester Region program. It's for 3<sup>rd</sup> grade- college. Students have to solve 5 problems at competitions. Coaches would be parents and there is a charge for each team that enters.

**Strategic Planning:** We have to decide what we are going to do. The survey was published in the Observer and it is on the library website. Some responses have been received. In envisioning the perfect library, Linda

has asked us to think about it and tell her 3 words that express what the library could be. Deadline is September 1<sup>st</sup>. We need a new vision, a mission and a plan for the library.

**Policy Review:** No report

**New Business:** Fire alarm- Covert Security was installing the new security cameras. When it was learned that we did not need to put in a sprinkler system in the current library areas, we did not make any alternate plans. Pete observed that our smoke detectors are too old, and the panel cannot be expanded. He recommended a new main control panel, new smoke detectors, CO2 detectors, sirens, strobes and pull alarms. The entire installation would cost \$3800. He would take over monitoring the system for \$55 per month and annual inspection for \$22 per month. Linda has heard from other clients that he is diligent.

- Caryl made a motion to spend up to \$4,000 to Covert Security for a new fire alarm system. Seconded and passed.
- Mia made a motion to pay Covert Security monthly to do monitoring and yearly inspection. Seconded and passed.

Linda explained the 2021 budget. It was noted that Amy has been working 25-28 hours per week since the Corona Virus shut down in March. She has recorded many of her programs and uploaded them to the internet and done many other jobs.

- Darla made a motion to give Amy Fleet a \$1000 bonus. Motion seconded and passed.
- Heidi made a motion to give Amy Fleet 30 hours per week at the rate of \$20 per hour up to \$ 31,200 per year effective at the beginning of the new budget year January 2021. Seconded and passed.

Linda recommended that any new clerks to start at \$13 per hour.

- Mia made a motion to hire new clerks at \$13 per hour. Seconded and passed.
- Mia made a motion to approve the 2021 budget as modified. Seconded and passed.

The Tripp Foundation has awarded the library 2 grants for a total of \$80,000 for the construction project.

- Caryl made a motion to name the new community room the Tripp Community Room to be designated with a plaque. Seconded and passed.

Mia indicated that now is the time to start looking for community arts grants to help fund next year's Concert Series.

Alida made a motion to adjourn at 6:40pm. Seconded and passed.

The next meeting will be September 21st at 5pm

Respectfully submitted,

Alida Dombroski, Secretary