

# Minutes of the Dundee Library Board of Trustees Meeting November 19, 2020

Vice President Sheree called the meeting to order at 5:05pm.

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

- Agenda approval- Darla made a motion to accept the agenda with additions of: Under New Business, add Nominating Committee for 2021 officers. Seconded and passed.

## Minutes Approval:

- Heidi made a motion to approve the October 2020 minutes with the following corrections: Sydnie Williams is a Scout working to earn a Merit Badge called Citizenship in the Community. She has volunteered to work 8 hours in the Library Children's Room with Amy. Under "Construction"- They are waiting to install the cabinets. The window casing has been stained. Under the schedule of holidays for 2021-The Board of Trustees will meet on the 3<sup>rd</sup> Monday of each month except January and February which will be held on the 4<sup>th</sup> Monday. Seconded and passed.

**Construction:** Workers have poured the concrete for the ramp. Some things still need to be done so there is a punch list. Site work and the blacktop will wait until spring. They may be done with the building in 2 weeks.

We are still waiting for the lift to be approved. It will take only a couple of days to install it after the permit is approved.

Amy is moving furniture and books back into the children's room.

**Financial report:** See Attached. The state construction grant money came to us in November so we can put \$43,000 back into the Money Market account holding our 2021 budget funds that had been used to pay construction company obligations.

- Alida 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 October. Seconded and passed.

Darla reported that she is going to Florida in January and will miss the Jan. payments and payroll and meetings. The accounts clerk will prepare the checks and a volunteer is needed to sign checks. Because other signers will not be available, Mia may have to sign checks in January.

**Endowment Fund:** No report

**Summer Concerts:** No report

**Director's Report:** Circulation is going up. People are calling for half-hour appointments when they can enter the library and search for books.

**Youth Services report:** see attached report. Amy has moved the Easy Reading, Juvenile and Juvenile Non-fiction downstairs into the children's room. The Picture Books have not been moved in yet. Herb Carpenter is cutting the tall shelving units in half to make shorter shelves to improve sight lines for workers in the children's room.

The Youth Bureau is not offering their usual programs due to Covid19 concerns, so they are giving the library \$1100 of their funds to the library for youth programs.

Amy is doing story time and would like those children who are willing to work on Odyssey of the Mind to use Google Meets. Supplies for Odyssey of the Mind are here now.

School was closed for a week because of a lack of staffing. At some point due to an increase in Covid cases the school may be closed again. We need to think about how we can help children who want to use the library. Amy suggested we must review and update our forms for children participating in library programs. Girls Who Code meets on Wed, at 4pm. Because of uncertainty, parents have not wanted to preregister their children for programs, but they bring them when they can. Amy suggested that children should also be able to get appointments to look for books.

**Strategic Planning:** Linda handed out the 2021-2024 Dundee Library Strategic Plan. She asked the trustees to look at the draft, and make comments. She will ask for approval at the December meeting.

- **Policy Review:** Darla made a motion to approve the newly revised Tripp Community Room Use Policy and form. Seconded and passed.

**Unfinished Business:** At the FLXgives (Finger Lakes Gives) online fundraiser, the Dundee Library raised \$2190 toward the cost of the new lift. Half was given by donors and the rest was matched by an anonymous donor. We were in 21<sup>st</sup> place out 82 organizations participating. We needed \$5000+ for the lift.

**New Business:** In the corner of the library near the new internet café, the cables, wires, and internet equipment is housed. The equipment gets so hot that it is not feasible to keep it in a cabinet. To keep it secured, it was decided that a rack will be attached to the wall like a cage and will be locked with all cables coming down from it covered. Two quotes have been obtained to build and install this. Triad Networking submitted a bid of \$2,500 and CPE Interlink submitted a bid of \$5,000.

- Caryl made a motion to approve the bid from Triad Network Technologies, Inc. and authorize up to \$3,000 to have the secure rack and cage coverings installed. Seconded and passed.

**Nominating Committee:** Heidi and Alida were asked to be the nominating committee for the 2021 slate of officers for the January meeting.

It was said that Mia was willing to continue as President.

Sheree is willing to continue as V.P., Darla will continue as Treasurer, and Heidi volunteered to be the Secretary since Alida's term will end on Dec. 31<sup>st</sup>. No one has stepped forward to be the Endowment Representative, so everyone should think about this for the next meeting.

Darla made a motion to adjourn at 6:30pm. Seconded and passed.

The next meeting will be December 21st at 5pm at the library.

Respectfully submitted,  
Alida Dombroski, Secretary