

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

Mia called the meeting to order at 5:00pm.

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

- Agenda approval- Heidi made a motion to accept the agenda with additions of: Sydnie Williams, Scout and 2021 Holiday Schedule. Seconded and passed.

Minutes Approval:

- Heidi made a motion to approve the September 2020 minutes as written. Seconded and passed.

Sydnie Williams is a Scout who would like to make the Children's Library Room her Eagle Scout project by raising money to buy items to decorate the new spaces when construction is complete. The board accepted her offer.

**Construction:** They are waiting to install the cabinets since they have just been stained. The painting was done and all the walls are bright white. Because the windows from the older part of the building were brought out of storage and were repaired and prepared to be hung on the community room walls and were already painted white, Linda and Amy directed the painters to repaint one wall a light gray.

Construction may be done in 3 weeks. The old lift is out and the new lift is here, but will not be installed until a zoning permit is obtained. The alarm system has been installed. It went off at 6am one morning due to construction dust and Linda and Amy got messages. In order to prevent false alarms, the system will be disabled as long as the construction workers are there.

**Financial report:** See Attached. NYS has not yet sent the second phase payment for the Building Account. Since the school district has sent the money from the tax collection for 2021, we will need to pay APC from next year's funds until the state grant money arrives.

- Randy 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 September. Seconded and passed.

With operating costs constantly rising, Linda recommended that we increase our budget request for next year's vote, but stay below the 2% tax cap. She recommended a budget of \$163,000, an increase of \$4,000.

- Darla made a motion to request an increase of \$4,000 in the next budget for a total of \$163,000. Motion seconded and passed.

**Endowment Fund:** No report

**Summer Concerts:** No report

**Director's Report:** See attached.

**Youth Services report:** see attached report. Amy held her first in-person event since The Covid shut down in March; making a Scarecrow.

Amy wants to start Odyssey of the Mind meetings in November. She would like to have 4 clubs if there is enough interest.

Dundee is not holding A Touch of Christmas in the park this year but they are holding a Christmas Parade. As in the past, she is planning to have a library float. She also wants to set up a drive-in story time at the Spring Street Park.

**Strategic Planning:** Linda is ready to go forward with the vision and goals for the Dundee Library Strategic Plan.

**Policy Review:** The Tripp Community Room Use Policy was reviewed. A few corrections were discussed and some clarifications were deemed to be necessary. Linda made note and will present the final draft to be approved at the next meeting.

**Unfinished Business:**

The Community Foundation of the Finger Lakes and the Southern Tier, with the United Way is holding an online fundraising event called Finger Lakes Gives (FLXgives.com) on November 13<sup>th</sup>. Linda will announce this in her weekly library column in the Observer and reminded us to let people know they can go online and make donations using their credit cards. Up to \$2,000 will be matched. We will use any monies raised toward the new lift.

**New Business:**

An error in the blueprints had the rear entrance ramp 9 feet long which would result in a steep ramp. Correcting the problem will result in an additional \$7500 charge for a longer, legal ramp. ACP has agreed to carry the charge until spring as well as the \$750 charge for the brick and cabinet changes (see September minutes).

- Caryl made a motion to authorize \$7500 for the ramp. Seconded and passed.

The old windows which are being restored to hang on the walls are ready to be returned and hung up in the Tripp Community Room.

Alan and Luann Giles have volunteered to pay for a new toilet to be installed in the children's room restroom. It will be normal sized and will flush properly.

The refrigerator, stove and hood will be able to be purchased from Pinkney's Hardware in PennYan.

Linda read the schedule of holidays and the pay schedule for holidays for 2021. The Board of Trustees will meet on the 3<sup>rd</sup> Monday of the each month, with the exception of February which is scheduled for the 4<sup>th</sup> Tuesday.

- Sheree made a motion to accept the 2021 schedule for meetings and holidays. Seconded by Randy and passed.

Mia distributed evaluation criteria for Linda Nichols' Library Director's position to the trustees. She would like evaluations by Nov.8<sup>th</sup>.

New Covid-19 rule: If a staff member tests positive for Covid-19 the library will be closed for 2 weeks. (A two week period is the incubation period for the virus to spread). If no other staff member comes down with the virus during that time, it will be safe to reopen.

Darla made a motion to adjourn at 6:02pm. Seconded and passed.

The next meeting will be November 16th at 5pm at the library.

Respectfully submitted,  
Alida Dombroski, Secretary