

Minutes of the Dundee Library Board of Trustees Meeting  
August 11, 2021  
Cobblestone Springs Retreat Center, Dundee, NY

Meeting called to order: 2:30 pm

Roll Call/Quorum: Caryl Sutterby, Randy Rucker, Heidi Fryburger, Darla Hill, Sheree LaMountain, Linda Nichols, Mia Clemens and Amy Fleet.

Agenda

No written agenda presented. Board agreed to hold board meeting directly after board retreat. Linda had agenda in her notes. Therefore no committee reports were presented.

Minutes of July 11, 2021

\_\_\_\_\_ No notes from July presented.

Public Comment

N/A

Unfinished Business

\_\_\_\_\_ Horse manure will be composted. A bucket and shovel was placed in the horse area.

We received Phase 4 grant from STLS. We received 50%. The money will come next fall. The grant will cover windows, generator, and furnaces. Dixon is writing a grant to the JM McDonald Fund and we will work with Finger Lakes Gives to raise the additional 50% needed to complete the project. We have to raise about \$36,000. \_\_\_\_

New Business

A gift card of \$50 will be presented to Lew Ann Giles and a \$250 donation made to the Hope Walk in honor of Lew Ann as a response to all the work she has done for our community and our library. Motion made by Darla, seconded by Sheree, passed and carried.

Taylor Howell will take a leave of absence for now from the Board. Mia asked her to put her request in writing. A quorum must consist of four members. Mia encouraged us all to be present for all future meetings.

Motion made by Randy, seconded by Darla, passed and carried to replace the snow guard on the roof. Linda and Mia have the authority to accept the quote from Finger Lakes Roofing and take action as needed. Herb has agreed to help with addressing the issue of drainage in the front of the building.

Policy Review August 2021 attached. Completed at the Board retreat.

Adjourn

A motion was made by Heidi, seconded by Darla, passed and carried to adjourn meeting at 3pm.

Next meeting

September 20, 2021 5 pm at the Tripp Community Room.

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Heidi Fryburger, secretary

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Date

## Dundee Library Policy Review August 2021

Policy List attached.

Motions taken:

Open Meeting Law: Motion made by Darla, seconded by Mia, passed and carried to accept NYS Public Law Article 7.

Policies eliminated:

Board Meeting Procedures (not a policy but procedure)  
Public Comment (not a policy but a procedure)  
Organizational Meeting (not a policy but a procedure)  
Claims Audit (not needed)  
Petty Cash (not needed - there is no petty cash anymore - a credit card is used)  
Outside Financial Consultants (not needed)  
Law Enforcement Inquiry (not a policy but a procedure)  
E Reader Policy (not in use)  
Planning (not a policy by a plan)  
Strategic Plan (not a policy)  
Facilities Inventory (not a policy)

New Policies:

Library Policy concerning displays/exhibits/community posting (nothing can be political in nature, library not responsible for damage, library can cancel display)

Discussed:

Online Banking (will develop and place under financial)  
Annual Internal Audit (will develop and place under financial)  
Purchasing Policy