

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes

January 23, 2018

Present: Joe Price, Jim Palmatier, Lisa Forbes, Nancy Tuggle, Janice Dekoff, Pam Czarniak

Excused: Lynn Hoth,

Mr. Price presided. Called to order at 4:05 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: That the secretary's minutes for December 2017 be approved. (J Pamatier, N. Tuggle)

RESOLVED: That the financial reports for December 2017 be approved. (J Pamatier, N. Tuggle)

RESOLVED: Approval of bills for January 2018. (J Pamatier, N. Tuggle)

Janice Dekoff presented the Director's Report. Key points include:

- There has been an issue with the paint peeling off the new crossbar installed in the rear lobby when the book drop was installed. D&S Glass is having a new piece painted and they will come to install the new piece in February.
- Janice Dekoff will attend the annual report workshop on Wednesday January 24. It is anticipated that the annual report will be due to CCLS in mid-February.
- Interviews were held between January 8, 2018 and January 19, 2018 for the maintenance man position. References are currently being consulted and hiring is expected to take place the week of January 22nd.
- Clerk, Mary Burnside, will be resigning her position. She has agreed to stay on during the search for the new clerk.

Children's Room Report was submitted by Pam Czarniak. Key points include:

- The Children's Room is planning a Tuesday afterschool story time and craft, and a Wednesday afterschool craft. These will include winter themed crafts, Valentine Day cards, and a make your own craft day.
- Thursday February 15th from 4:00 – 5:30, Michelle Quatroche will teach a children's computer class. It will be called "Getting to know your Computer" and will be for 7-10 year olds. This will be held in the computer lab and will accommodate 16 children. The Children's Room will have the sign-up sheet to register attendees.
- Nancy Ortiz has been in charge of the program "1000 Books by Kindergarten". Twelve children have signed up for the challenge. Seven have been read to by parents and grandparents steadily, and one, Madeline Woelfle has completed the 1000 books.
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Under Old Business:

- Microfilm Reader: We are waiting for information from Mark Woods at City Hall in regards to a payment due to NYS Retirement. The library paid in advance in June 2017 for the December 2017 payment. We will wait to purchase the reader until this issue is resolved.

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- Security System: The board reviewed the quotes for the security system. A vote was held (Brown Security: J. Price, L. Forbes, N. Tuggle. DFT: J. Palmatier, Absent: L. Hoth) and the decision was made to purchase the system from Brown Security.
- Community Change Agent-Aspiration/Ask Exercise—Tabled

New Business

- February Meeting: Janice Dekoff will be attending Library Advocacy Day and a CCA training on February 28. The board agreed to meet on March 1 at 4:00p.m.
- 2018 Vote: Finance Committee is to be established consisting of Janice Dekoff, Lisa Forbes, and Lynn Hoth (to be consulted as she was not present).

J Palmatier and N. Tuggle motioned for the meeting to be adjourned at 4:55.

Respectfully submitted,
Janice Dekoff, Secretary Pro Tem