

DUNKIRK PUBLIC LIBRARY  
536 Central Avenue  
Dunkirk, New York 14048

Minutes  
May 22, 2018

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

Mr. Price presided. Called to order at 4:01 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 April 2018 be approved. (J Palmatier, L Forbes)

RESOLVED: That the financial reports for April 2018 be approved. (J Palmatier, L Hoth)

RESOLVED: Approval of bills for May 2018. (J Palmatier, L Forbes)

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

- The DPL book club was attended by 9 people on May 3.
- Koha by Bywater was recommended to the CCLS Board by the ILS committee. This will result in a cost savings for the system. A transition to the new system will begin towards the end of 2018.
- Janice attended a Construction Grant workshop on May 16. Estimates are being acquired for construction of new front stairs and a new front door.
- Alona Forbes, former Library Board member, was to be honored with the George Weave award by the Northern Chautauqua Community Foundation in early June.
- NYS Retirement finally realized the Library and the City both paid the Retirement contribution due for the past year. A check was issued to the Library, for which a reimbursement was then made to the City.
- NCCF facilitated a community conversation, On the Table, on April 30. Nine people attended the program, which resolved around community needs and aspirations.
- Dunkirk Police investigated an alleged incident which supposedly took place at the library involving a teenage girl and a patron saying inappropriate things to her. The girl did not approach library staff. Janice contacted the library's lawyer, who advised her that a subpoena be acquired prior to the Police viewing the security footage or speaking to library staff. The subpoena was presented and the identity of the patron and the security footage were provided to the Police.
- A solution has been implemented to keep large groups of teens from congregating in the lobbies and on the bench in front of the library. The teens are being asked to limit their groups to three individuals, as that is the number that will comfortably fit the benches. They are being asked to come in and use other areas of the library.
- Chuck Mangus of hillside Painting will be painting the boiler room.

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

- The Children's Room received \$1,000 grant from Dollar General Literacy Foundation to help support our summer reading program, which was written by Pam Czarniak. Pam has now successfully written grants

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totaling \$20,100 in her eight years as Children's Coordinator. Pam also helped the Director of Milford Township Library in West Milford, New Jersey, in completing their grant for this grant, which they were successful in receiving.

- "Libraries Rock" Summer Program planning is continuing. Pam has contacted area franchises for coupons as incentives for reading during the summer program. So far, Pam has received 200 personal pan pizza coupons from Pizza Hut. Pam will be sending the summer reading program schedule out to the CCLS print shop to print 2,000 copies that will be distributed to elementary schools, pediatrician's offices and other public areas where parents and children gather.
- Information about our summer activities were sent to the Observer for their Summer Event Guide, the Penny Saver and WDOE.

### Under Old Business:

- 2018 Vote—The Library will be sending out absentee ballots to interested individuals.
- HELP (Helping Every Library Plan, CCLS Strategic planning service) will continue working with us. The next step is establishing focus groups.

### New Business

- Disability coverage—this is for Paid Family Leave—tables until a cost could be obtained for this coverage for the library staff
- Janice has purchased a Micro Film Machine, which was budgeted for the current year. It should be delivered in mid-June with a cost of approximately \$8,500.

J Palmatier and L Forbes motioned for the meeting to be adjourned at 4:54.

Respectfully submitted,  
Lynn Hoth, Secretary