

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
August 28, 2018

Present: Lisa Forbes, Nancy Tuggle, Jim Palmatier, Marcia Lukach, Lynn Hoth, Pam Czarniak and Janice Dekoff

Absent:

Mr. Palmatier 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 July 2018 be approved. (N Tuggle, L Forbes)

RESOLVED: That the financial reports for July 2018 be approved. (L Hoth, N Tuggle)

RESOLVED: Approval of bills for August 2018. (L Forbes, L Hoth)

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

- The DPL book club was attended by 11 people on August 2.
- A space-planning workshop will take place on September 27, 2018, with Aaron Cohen Associates. The consultation is sponsored by CCLS, the NIOGA library system and WNYLRC.
- A welcome packet for new patrons is being developed.
- Janice Dekoff is researching social media policies.
- The boiler room was painted by Hillside Painting.
- Janice Dekoff has been in contact with the contractor recommended to paint the new book drop. Painting Unlimited. If they cannot get to the painting soon, then we will work on an alternative plan.
- The Strategic Planning we had just begun is on hold due to Tom Vitale and Eli Guinnee leaving for other employment.
- Mike Jones is helping with pricing to install Cassie onto Children's Room computers.
- Judy Thorsgaard, our cleaner, is leaving the library as of September 21, 2018. We have begun the search for a new cleaner.
- Janice Dekoff was awarded a travel voucher of \$600 to help with conference expenses.

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

- The summer program, Libraries Rock, consisted of 74 story times and events.
- Story times during the summer program were consistently attended by 10-20 patrons.
- The musical instrument craft classes we well attended on Monday afternoon with 20-25 patrons attending, however, the Slime Making Party was the most popular event with 70 patrons participating.
- Take home craft kits were popular with the goal to be for the children to take them home and learn on their own how to put the crafts together.
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Under Old Business:

- Officers for 2018-2019 A slate of officers was postponed after some discussion until the September 25, 2018 meeting
- Construction Grant was submitted by Janice Dekoff in August.
- Janice Dekoff reported that the teen behavior had improved in August and that they had relatively few problems lately. The trustees reviewed the current procedures for dealing with problem patrons as well as a procedure written by Jim Palmatier. There was not vote on changing any procedures and it was discussed that it is the duty of the Library Director to set procedures.

New Business

- Trustee Handbook and Code of Ethics—Janice Dekoff provided all trustees with the most recent Trustee Handbook and the Code of Ethics Statement for all trustees to read, sign and return to Janice.
- Library Fines—Jim Palmatier proposed that the Dunkirk Public Library no longer collect fees for overdue books after Janice Dekoff reported that income from such fines was less than 1% of our total income for the year. This proposal was seconded by Lisa Forbes. All trustees were in favor of this proposal.

M Lukach and L Forbes motioned for the meeting to be adjourned at 5:25.

Respectfully submitted,
Lynn Hoth, Secretary