

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
February 28, 2017

Present: Joseph Price, Lisa Forbes, Nancy Tuggle, Jim Pamatier, Lynn Hoth, Pam Czarniak, Janice Dekoff

Mr. Price presided. Called to order at 4:02 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 January 2017 be approved. (L Hoth/L. Forbes)

RESOLVED: That the financial reports for January 2017 be approved. (N. Tuggle/L. Hoth)

RESOLVED: Approval of bills for February 2017. (L Hoth, N. Tuggle)

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

- The Library Patrons donated 165 pounds of non-perishable food during January 2017
- The annual report was submitted and cleared
- Book Drop Update
- Meals on Wheels coloring contest and collection jar for month of March 2017 (J. Palmatier/L. Forbes)
- Bank CD's being closed as renew and money moved to checking or savings as deemed necessary
Some of the money was restricted and will be used as such for projects as they are needed

Pam Czarniak presented the Children's Room Report: Key points include:

- Cub Scout Troop came into the Library and have scheduled additional visits to work on badges
- Craft Day for Valentines' Day resulted in article and pictures in the Observer
- SUNY Math Department is running Math Story-Times with crafts on certain Saturdays in February and March
- Coloring Contest in March for Meals on Wheels

Under Old Business:

- The Dropbox project has been approved at a cost of no more than \$5,000 (N. Tuggle/J. Palmatier)
- NYS Retirement Resolution work continues
- Audit Review
- Library Logo on hold for now

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New Business

- Annual Report Review
- Record Retention Policy to now correspond to much larger record retention policy that we are mandated to use
- Conflict of Interest Policy to be reviewed at next meeting
- Committee for 2017-2018 Budget formed of Janice Dekoff, Lisa Forbes and Lynn Hoth

N. Tuggle and J. Palmatier motioned to adjourn the meeting at 5:08 PM

Respectfully submitted,
Lynn Hoth, Secretary