

Dunkirk Public Library
536 Central Avenue
Dunkirk, New York 14048

Minutes
July 26, 2016

Present: Lisa Forbes, Lynn Hoth, Jim Palmatier, Nancy Tuggle, Janice Dekoff (Library Director), Pamela Czarniak (Children's Coordinator)

Excused: Joseph Price

Mr. Palmatier presided. Called to order at 4:00 p.m.

Janice Dekoff was made Secretary Pro-tem

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 June be approved. (N. Tuggle/L. Hoth)

RESOLVED: That the financial reports for June and the bills for July be approved. (N. Tuggle/L. Hoth)

RESOLVED: Approval for Treasurer to pay utilities, insurances, payrolls and payroll withholding taxes as they become due during 2016-2017 Fiscal Year (L. Hoth/ N. Tuggle)

RESOLVED: Authorization for the treasurer to maintain the library bank accounts during 2016-2017 Fiscal Year (L. Hoth/L. Forbes)

RESOLVED: The plan to consolidate the checking, savings, and CD accounts held at Lake Shore Savings be approved. (L. Hoth/L. Forbes)

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

- The library will received \$8,500 in Bullet Aid this year. Bullet Aid is aid in grant form allocated within the state education department. Senator Cathy Young has been instrumental in helping libraries receive this money. Bullet Aid funds usually arrive in the fall.
- There was an error with how the disability insurance payments have been calculated. This is being addressed with the insurance company.

Under Old Business:

Civil Service: We have received the preliminary classifications from Civil Service. Janice Dekoff consulted with Robert Schofield and Mr. Schofield will be sending a letter to Civil Service addressing several classifications decisions that were made. We will be asking them to consider using the classifications we previously proposed.

Dropbox Project: Clark Patterson Lee submitted an estimated cost for the dropbox project of \$31,500 including materials and labor. The board was concerned about the cost of the project. Janice Dekoff was asked to return to Clark Patterson Lee to discuss other options. Any forward motion on the project was tabled until the August meeting. (N. Tuggle/ L. Forbes)

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2016-2017 Budget: Tabled until August meeting. (N. Tuggle/L.Forbes)

Under New Business:

Officers 2016-2017: Tabled until August meeting (N.Tuggle/ L. Forbes)

Approval for Treasurer to pay utilities, insurances, payrolls and payroll withholding taxes as they become due during 2016-2017 Fiscal Year: Resolution passed: L. Hoth/ N. Tuggle

Authorization for the treasurer to maintain the library bank accounts during 2016-2017 Fiscal Year:
Resolution passed: L. Hoth/L. Forbes

Consolidation of Bank Accounts: The library will begin the process of reducing the number of bank accounts currently open. The Operating Fund will remain as is and the remaining 3 checking accounts will be merged with the savings account. The CD's will be closed out upon maturity and the funds placed in the savings account. Records will be kept of the funds being deposited. Research will be done to find investments that the library can use for the funds being held in savings.

Trustee Forbes and Trustee Hoth motioned to adjourn the meeting at 4:45 p.m.

The next board meeting is scheduled for August 23, 2016 at 4 p.m.

Respectfully submitted,

Janice Dekoff, Secretary Pro-tem