

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
July 23, 2019

Present: Marcie Lukach, Nancy Tuggle, Lynn Hoth, Michele Quatroche, Megan Giebner, Jennifer Costa, Mary Beth Muldowney, Pam Czarniak, and Jason Hammond

Mrs. Lukach 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 June 2019 be approved. (N Tuggle, J Costa)

RESOLVED: Financials will need to be adjusted before being approved

RESOLVED: Approval of bills for July 2019. (L Hoth, J Hammond)

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

- The Children's Room has 121 children signed up to read 30 books each. Many children are also participating to win a reading challenge to read books from different genre to be entered in a raffle to win a kindle;
- Tuesday story times are well attended with 35-50 in attendance, with Thursday story times having 10-20 patrons attending;
- The Free Lunches at the library were discontinued due to poor attendance. There are still other locations available;
- The entertainer programs were well attended.
 - The Buffalo Zoo Mobile had 132 in attendance
 - Cris Johnson had approximately 124 in attendance
 - The St. Bonaventure Art Mobile had 15 patrons to draw the Northern Lights
 - The Repco Wildlife will present their program on reptiles on July 26
- Little Scientists have had about 15 patrons attending.

Director's Report was submitted by new director, Jason Hammond, who began working at the library on July 15, 2019.

- *The Story of Arthur Truluv*, was the book read by the book club and discussed with eight participants;
- Between January and June, there have been 27,645 visitors to the library;
- The daily lunch program was cancelled due to lack of participation. Left over lunch costs were the responsibility of the library;
- Jason suggested a Koha feature to Carolyn Hughes at CCLS that would make it easier to track patrons who were redeeming the Chautauqua gate passes. A change was made to the circulation software.
- Judy was given the Paid Family Leave paperwork to submit to her health care provider. The library has completed their portion of her claim (Marcie to check to see if vacation time must be used first);
- Nancy Ortiz gave her notice with her last day being August 2;
- Jason and Michele met with the electrical contractor regarding the installation of electric hand driers in the public restrooms;
- A meeting is scheduled with the architect David Walter and Jason on July 24 to discuss progress on the proposed front door and step renovation;
- Jason registered the library for the ALA International Games Week event and hopes to hold one or more activities during the week of November 3 – 9, 2019.

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Old Business:

- Jason had found an estimate in the old business file for a roof repair where the library has had ice build-up repeatedly from Farrell's Roofing for \$2,100. J Hammond proposed we take care of this repair, which was seconded by J Costa—all present in favor.
- Jason will get a revised quote on the parking lot maintenance to include filling all of the cracks
- It was formerly proposed that Megan Giebner be the only signer on checks \$5,000 and under by N tuggle and seconded by J Costa. All in favor.
- A plumber will be called to look at the plumbing issues (toilet and sink);
- The No Smoking stickers have been placed on the doors, but the signs that go on the poles have not yet been installed;

New Business:

- A thank you card should be purchased and sent to Alex Cooley for his work on painting the library meeting room and his donations of games to the library;
- Once Nancy Ortiz completes her last day of work, she will be paid the vacation time coming to her;
- Marcie is beginning to review the Personnel Policy—more to follow

J Costa and L Hoth motioned for the meeting to be adjourned at 4:58.

Respectfully submitted,
Lynn Hoth, Secretary