

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
June 23, 2020

Present: Mary Beth Muldowney, Jennifer Costa, Marcie Lukach, Lynn Hoth and Jason Hammond

Absent: Nancy Tuggle, Pam Czarniak

Mrs. Lukach presided. Called to order at 4:06 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 May 2020 be approved as amended. (M Muldowney, L Hoth)

RESOLVED: Financials for May 2020 are approved (L Hoth, M Muldowney)

RESOLVED: Approval of bills for June 2020. (L Hoth, J Hammond) Note: Several Expense Account budgets were adjusted to reflect unforeseen expenses between general ledger accounts (not changing the overall budget).

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

- Facebook Posts 65 items
- Crafts, Stories Book Interest Stories 4,496 views
- The Music with Alyssa received 258 views for the month of May
- Read Squared Summer Reading Program is ready to track kids summer reading minutes. 1,000 minutes will get them entered to win \$1,000 Walmart gift card
- Father's Day Craft Kits were handed out on a table in the parking lot on June 13th from 12:00-1:00 21 kits were taken that day and another 15 kits were made available during that week
- July 4 themed necklace kits will be given out June 27 from 12:00 to 1:00
- Craft kits for the summer program are being made to hand out

Director's Report was submitted by Jason Hammond. Key points include:

- The book club continued to recruit members to their Goodreads.com group
- Construction Grants
 - Stairs and doors are almost done
 - AC & Windows Jan thinks we should hear more in July about fund distribution
 - 2020 Available Grant Funds; David Walter is trying to get contractor estimates for window replacement
- Reopening—Curbside going well but not as busy as expected. Once carpets are cleaned and all signage is in place, we will be ready for limited numbers of people inside
- Summer Reading—READSsquared is active and can be accessed from our homepage. Promo bookmarks for summer activities are included in each of the curbside bags being packed and delivered.
- Homeless guy -- the police ultimately had to be called to have him stop sleeping by the back door
- Jason and/or the staff attended many webinars during the month including weekly CCLS meetings every Friday
-

Old Business:

- DPL Policy Updates—staff needs guidelines especially on break times—still on hold—waiting for Jennifer's expertise—still open
- Trustee elections—date set for September 15, 2020, discussion on notice for the newspaper and advertising

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

for interested candidates

- Reopening
 - Germ shields and necessary supplies have been delivered
 - Carpets to be cleaned June 29, 2020
 - In order to have patrons in the library, we need to follow all the NYS guidelines, post plenty of signage, and follow the established safety plan
 - It was decided to follow our regular business hours beginning Monday, July 6 (L Hoth, M Muldowney)
- 2020-2021 Budget: The budget selection was determined by an email vote to be an increase in full-time staff of 3%

New Business:

- Safety Plan—the proposed safety plan was approved (L Hoth, J Hammond)
- The library mission statement was revised from “The mission of our library is to advance the quality of life in the community and provide unrestricted access to information in a variety of formats. The library assists users of all ages by developing its collections, providing services and developing programs that support the development of an individual’s full potential,.” to “The mission of the Dunkirk Public Library is to provide unrestricted access to informational resources and services to advance lifelong learning, knowledge, cultural enrichment, and to provide strength to the Dunkirk community.”
- Jennifer Costa expressed her desire to not run for another term after her one year term has expired at the end of June 2020. Thank you for the time you have invested in the library.

L Hoth and J Hammond motioned for the meeting to be adjourned at 4:38.

Respectfully submitted,
Lynn Hoth