

Minutes
October 22, 2019

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

Excused: Jennifer Costa

Mrs. Muldowney called the meeting to order at 4:05 pm. Mrs. Lukach entered the meeting several minutes late and then presided.

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 September 2019 be approved with two small changes. (N Tuggle, L Hoth)

RESOLVED: Financials for September 2019 be approved. (L Hoth, N Tuggle)

RESOLVED: Bills for October 2019 be approved. (L Hoth, N Tuggle)

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

1. The Children's Room had 71 children attend 7 different activities.
2. The Fall Wreath class had 22 patrons.
3. Trick or Treat for Books is scheduled for October 21.
4. Another class from Central Christian Academy will be visiting. Their trip to the library will depend on the weather as they walk to the library. Pam outlined hours that will work for the Children's Room.
5. The Thanksgiving craft is scheduled for November 23.
6. The Christmas craft day is scheduled for December 14. There are multiple crafts available and refreshments will be served.
7. December 18th from 3:30-4:30 will be a decorate Christmas Cookies event.

Director's Report was submitted by Jason Hammond:

1. Book club 10/3 they read the *In the Midst of Winter* – 10 attendees. The Book club has decided not to schedule a meeting for January as it is so close to the Holidays and the fear that the weather may not be nice.
2. Website—the library will be testing a new calendar feature purchased by CCLS in an effort to make our activities more prominent.
3. All audit materials were picked up by auditor on October 18.
4. A couple minor edits were done to the grant application submitted for the 2019 NYS Construction Grant before approval at the local level.
5. The snacks being placed in the entryways are a hit with the kids. Donations are intermittent.
6. Voter Registration Day was not highly successful with only one form left for the library to turn in although other forms were taken and possibly mailed in.
7. Jason was scheduled to attend a parent night at the High School on October 23 along with the High School librarian, Amy Gorski. The two are trying to work out a plan to deliver books to the school for students who have placed them on hold.

8. 2020 Census—Promoting the Census to patrons was a focus of the CCLS Annual Meeting. Jason to also attend a Census training in West Seneca on October 18.
9. Jason was scheduled for Civil Service training on October 24 in Mayville and WNYLRC Copyright class on October 25.
10. YA Activities: An Intro to Hearthstone gaming class was held in the computer lab on October 16. Another class is in the works. A Spooky Board Game night is scheduled for October 30. Roberta believes that the increased variety of graphic novels recently purchased are gaining interest and they are getting good circulation.
11. Technology—The LCD projector died and a new one was purchased—this was cheaper than trying to repair and purchase all new bulbs. Jason's PC died. A workaround was made for Jason's PC on a temporary basis. The computing center printer died. The purchase of a new printer is on hold.

Old Business:

1. Still no trash can. The city said it was on the way, but still nothing
2. Megan's Workstation is all set up with a treasurer@dunkirklibrary.org email address.

New Business:

1. Friends of the Library—how can we go about creating this group again?
2. Snow Blower –discussion was had on whether or not to renew the Sears Protection Plan. Decided the snow blower should probably be sent for service to ensure it is ready if and when it is needed.
3. Health Insurance Renewal—Decided to stick with the same plan—Univera Gold Plan.
4. DPL Staff Policies—there are some things that need to be added to our policies to protect our employees and the library.
5. Trustee Handbook—A 2018 copy of the Trustee Handbook was provided at the CCLS annual meeting as well as the slide show that Jason provided via email earlier.

L Hoth and M Lukach motioned for the meeting to be adjourned at 4:58 PM.

Respectfully submitted,

Lynn Hoth as backup for the Secretary