

Minutes

November 26, 2019

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

Mrs. Lukach presided. Called to order at 4:05 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 September 2019 be approved. (M Lukach, M Muldowney)

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

- 46 participants for fall turkey craft
- 15 participants for Fall Bingo
- 125 participants for Trick or Treat for Books/Halloween Party
- There will be 5 different December holiday craft as well

Director's Report was submitted by Jason Hammond:

- Book Club had a Skype session with Garth Stein
- Website updates
- Audit is turned in – Denise will come next month to show us everything
- Elevator had to be repaired
- Working with Valerie Walawender to do some community engagement/outreach activities.
- Library con webinar was attended by Jason.
- ALA games week – lots of games – D&D, Hearthstone, and Open Play Saturday. 49 tickets dropped in the bag for prizes.
- Poetry Reading by Darrell Epp from Hamilton.

Old Business:

- City Trash Can – I emailed them again...now they say it will probably wait until spring.
- Friends of the Library – Any progress on whether we're allowed to reinstate the group? Jason will contact Rebecca
- Snow Blower – Are we still getting a tune-up? No luck so far on hiring out the sidewalks. Jason tried Hawk Systems (two emails and a phone number, no response), North Country Landscaping (contact info from website), Muldowney Bros. (emails to both

brothers). ---UPDATE: Muldowney responded and we're waiting on a cost estimate, but other options still welcome.

- DPL Policy updates – Ongoing, any news? Will go on the agenda for the December meeting. Marcie will email to everyone.
- Open House Meet & Greet – Wednesday 12/11 from 4-6.

New Business:

- Stairs & Doors – We need to assign the work to the accepted bidders. It sounds like Chautauqua Woods is the preferred choice for the doors. Motion to accept bid from Chautauqua Wood – L Hoth motioned, M Muldowney second
- Copyright Workshop – Our current patron copier/printer policies make us liable for patron violations. If we were set up differently, section 108 of the law would protect the library. Notice of 108 should also be visibly posted by copiers.
- Staff Absences – May we create an on-call sub position from some of the candidates we previously interviewed? We've had quite a few recent call-offs that leave the remaining staff shorthanded or forced to work extra shifts. Yes
- Snow Closings – We need a consistent plan. If the Library is closed due to inclement weather, the employees get paid. If it's inclement weather and they choose to go home on their own, then they either charge accruals or lose pay.
- Audit – Finished and submitted, but we may need to look at page 17 and implement some of the plans it says we're supposed to have (#9, for example). We will look at it next month.
- Heating – We will have Gugino or Casalle come in and look at the heating units that aren't working.
- Building Funds – Michele said we were able to get many of our repairs done because Jan's pay was already in the budget. Marcie will look at surplus and how to move.
- Food for Fines – Collect donation food in lieu of fines for lost books. Goods could be donated to the snack rack or Rural Ministries.

M Muldowney and N Tuggle motioned for the meeting to be adjourned at 5:15 PM