

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
August 27, 2019

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

Mrs. Lukach presided. Called to order at 4:04 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 July 2019 be approved. (N Tuggle, J Costa)

RESOLVED: Financials for July 2019 be approved. (L Hoth, J Costa) L Hoth did ask for a final balance sheet and income statement for fiscal year ending June 30, 2019 since we did not have financial reports for most of the second half of the fiscal year.

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

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

- The Children's Room had 130 children sign up to read 30 books each. 56 children reached their goal compared to 107 children reading 15 books in 2018;
- 25 children completed the "Planet Challenge," which had different genres for the children to read including a questionnaire about the books read. Of the 25 children, a drawing was held with four children winning a kids kindle;
- A total of 3,055 books were read during the summer program compared to a total of 2,909 books read in 2018.

Director's Report was submitted by Jason Hammond:

- *There There by Tommy Orange*, was the book read by the book club and discussed with eight participants—many did not care for this book and that led to a great discussion;
- Plaster work has been done by Isaiah Rashad. Isaiah is a local artist, sculpture and author who is willing to do more work for the library when needed;
- WNY Children's Book Expo—promo materials are being shipped by Kim Krug of Monkey See Monkey Do to help promote the event to our patrons;
- Website—Michele, Pam and Jason have begun to discuss revamping the libraries web site to eliminate dead links and redundant pages;
- The annual audit has been extended primarily due to difficulties in coordinating times with the auditors. The auditor who has worked on our audit in the past has left the firm and we were unaware of this fact. Jason will be working with the firm in the coming weeks;
- 2019 NYS Construction Grant—Jason is waiting for estimates from Casale to apply for the grant to help defray costs of installing air conditioning to the main library room upstairs;
- Three people were hired to fill vacancies in the staff (see below);
- Jason attended a Saturday art show at The Adams and met Matei. There is an interest to plan some activities together.

Old Business:

- Farrel & Son repaired the roof and hatch issue; Lake Shore paving sealed and striped the parking lot; the window screens have been repaired and reinstalled;

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- All the old electronics, AC unit, copier and film machine have been removed from the library;
- Mariah Postlewait was hired as a part-time clerk; Thomas Zdrojewski has been hired as a part-time clerk; Elizabeth Locke has been hired as a Civil Service Clerk II.
- As noted above, plaster work was completed but since most of the wood is damp or damaged by pests, expect more problems in the future;
- Three HVAC companies have stopped in to evaluate the air conditioning situation (Casale, Gugino, and TJ's) but only Casale has been diligent about following up for measurements. They have also brought their AC distributor in to look over the area;
- Judy has received a check for Paid Family Leave;
- A thank you note was given to Alex Cooley along with a pack of Magic the Gathering cards during his Game Night;
- Nancy Ortiz has been paid her vacation time;

New Business:

Hand dryers—BECC gave us an estimate of \$1,705 to run the electric and install hand driers in both public restrooms;

Window films were viewed and one was chosen for the upstairs main library in an attempt to cut glare and aid in heating and cooling the main library;

The paperwork to change authorized signers on the bank account at Lake Shore Savings have been completed and signed;

Grant money was approved for the front door and stairs project (\$29,151) and plans are out for bid due by September 22 at 2 PM;

It was decided to add coverage of \$3,000 for the shed at a premium of \$3.01;

For further discussion is the question of adding Employee Practices Liability Coverage for \$1,000,000 limit for \$574/year.

The election of officers for the fiscal year ending June 30, 2020 was approved as follows (L Hoth, J Costa):

President: Marcie Lukach

V President: Marybeth Muldowney

VP of Finance: Nancy Tuggle

Secretary: Jennifer Costa

All were in favor

M Lukach and M Muldowney motioned for the meeting to be adjourned at 4:59.

Respectfully submitted,
Lynn Hoth, Secretary