

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
August 25, 2020

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

Absent: Nancy Tuggle

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: The minutes for the June meeting were approved (M Muldowney, J Hammond)
The minutes for the July meeting were approved (M Muldowney, L Hoth)

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

RESOLVED: Approval of bills for August 2020. (M Muldowney, L Hoth)

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

- Facebook Views -- 2,228
- PBS and other story times – 256 views
- Checkers Library TV is on our website and Facebook with a new episode each week- 130 views
- Pam applied for a CCLS Summer Reading Mini-Grant for \$372.53 to pay for craft supplies for our summer craft kits
- Pam put an article in the Observer about our free craft kits and now they have become very popular. In July the library gave out 226 kits and many parents and grandparents are very appreciative
- Library clerk Libby Locke's parents donated LL Bean backpacks. The library is going to raffle 4 of them with school supplies.
- There will be a book give away on August 28th and 29th where each child will be able to take home a book. Books were purchased at very low prices from the organization, First Book.

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

- The digital book club on Goodreads is going well, averaging nine to ten people a per discussion
- Construction Grants
 - Stairs and doors – doors have been done for two months, but shipping hardware is holding up everything
 - AC & Window film: still waiting to hear about state funding, expected July announcement never came
 - 2020 Application for Replacement Windows—our proposal was approved by CCLS and all of the required documents to proceed to the state level have been turned in
- Community Block Grant—City of Dunkirk awarded the library \$2000 for the after school snack program. Distribution will have to follow all pandemic guidelines. Ann Fearman will continue to keep shopping
- Staffing--Alison Polisoto has taken over Mya's shifts and Kandace Earing is now on our sub list. One more sub is needed to ensure staff days are covered when needed
- Audit—Auditors have received what they requested with the exception of information from NYS Retirement System that will not be available to September—an extension for the report was submitted due to this delay.
- Inspections – the annual alarm system by Great Lakes was conducted and required that the batteries needed

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to be changed. A tech from Schindler also inspected the elevator

- Interns –Laila’s internship is drawing to a close—her attendance/timeliness was sporadic. An attempt to find a SUNY Student for an internship fell through when he ended up taking an on-campus job.
- Jason and/or the staff attended many webinars during the month including weekly CCLS meetings every other Friday

Old Business:

- DPL Policy Updates—staff needs guidelines especially on break times—still on hold—waiting until we can meet in person

New Business:

- Trustee Election—everything is confirmed for September 15 election—three petitions were received
 - Jan helped with some computer files for creation of absentee ballots envelopes
 - Board of Elections provided pdf files of both on-site and absentee ballots for printing
 - All absentee materials were printed and mailed—Megan Giebner to look to see when postage for prior year’s election was posted since postage for these ballots was posted in prior fiscal year
 - Board of Elections to provide two people to oversee our election
- Annual Audit—Files and physical documents have been provided to auditor:
 - Need minutes from June meeting—provided to J Hammond
 - Need GASB 68 form from the NYS Retirement website, but this form will not be available until September, which is after August’s deadline
 - An extension was requested to file since we do not have necessary document noted above
- Hiring and Nepotism Policy—It was agreed that Roberta’s sister can be hired as a sub at this point with further discussion needed if an opening becomes available for part-time position and she applies for it. Marcie stated that being related precludes choosing the best person for the job
- Vacation time—Staff members were asking how long they have to use up their vacation time.
 - Some still had rollover from prior year that they were not able to take due to everything being closed plus the new time accrued this year
 - The Board has previously agreed that they could carry over beyond normal deadline due to the pandemic but they are now wondering as to when is the cutoff date—Jason was asked to prepare a listing of everyone’s accrued vacation time so that we can more fully discuss knowing what the details are.

M Muldowney and J Hammond motioned for the meeting to be adjourned at 4:32

Respectfully submitted,
Lynn Hoth