

DUNKIRK PUBLIC LIBRARY

536 Central Avenue  
Dunkirk, New York 14048

Minutes

October 27, 2020

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

Absent: Sara Marsowicz

M Lukach presided. Called to order at 4:09 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 September meeting were approved (M Muldowney, N Tuggle)

RESOLVED: Financials for September 2020 are approved (J Hammond, N Tuggle)

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

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

- Facebook Views -- 928
- 180 Craft kits were distributed
- Halloween will have a Trick or Treat for Books form 11-4. The kids will also receive a goodie bag with a craft, a mini coloring book, a mini box of stickers and a few pieces of candy
- Thanksgiving and Christmas crafts have been ordered
- City of Dunkirk has requested credit for the snacks being given so their seal is being provided on snacks, the Facebook page and flyers.
- Cindy helped Pam create 20 craft kits for adults, which ran out in a couple of days. Jason and Pam have decided to have an adult craft once a month

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

- The digital book club on Goodreads continued in October with eight participants who read Christina Baker Kline's *Orphan Train*. The club leaders are exploring interest in meeting on site again in groups of six or less.
- Construction Grants
  - We have finally gotten funding approval for the AC project. Question now is to replace rear windows prior to contracting for the UV protective films, which would satisfy our share of the following year's window replacement.
- Fire extinguisher inspection complete; still waiting on boiler inspection.
- Teen/YA - There were only four out of thirty unclaimed copies of the Big Read Pretty Monsters left. The library worked closely with the Dunkirk High School Librarian to promote October's activities. Seven of the Creative Writing Club members submitted "two-sentence horror stories" to the CCLS competition but only one student attended the onsite book discussion.
- Virtual Events – Michele has been testing various features of Board Game Arena in preparation for November's Library Games Week.
- Adult Craft Project – As stated above, this was very popular
- Patron Raymond Tylicki called to see if he could come back in the library after being asked at some point in the past to leave (he was never actually banned from the library). He is pretty demanding, asking for the clerks to wash his glasses, refill his water, etc.
- 9/9 NYS Retirement System Data Reporting Webinar—Jason attended the intro session but it looks like much of the follow-up activities need to be completed by the payroll company. Jason forwarded the information on to Dan at BL-B, but due to the fact they were converting their payroll software, he was not able to do their part resulting in us being rescheduled to next year for conversion to the new NYS Retirement System Data Reporting

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- Meetings and conferences:
  - All the Big Read evening sessions scheduled by CCLS
  - City of Dunkirk Block Grant Training
  - Library Journal “Public and School Library Partnership” part 1 of 3 (paid course we won for free)
  - CCLS Annual Meeting
  - Repurposing the School Librarian Webinar
  - Technology Forum
  - Library Journal “Public and School Library Partnership” part 2 of 3
  - CCLS Friday meeting

### **Old Business:**

- DPL Policy updates –Tabled on June 6<sup>th</sup> until we can meet in person.
- Annual Audit is complete. Either Denise or Lizzy will present results at the 11/17 meeting
- Hiring and vacation time—Claire Cortes and Kandyce Earing are not as available as they were previously so Diane Noves has been added as a sub so that the regular clerks can use up their vacation time.
- Fingerprinting Program—Unfortunately Identogo chose Lakeshore Employment Services as their location in our area as they were also approached to house this program. The rep will keep us in mind if things change.
- Updated Conflict of interest forms—Marcie and Lynn still need to submit.
- Building Insurance--The cybersecurity survey was completed and sent to Putnam; we are waiting for our cost estimate

### **New Business:**

- Travel Banned States—One of our clerks took a vacation to Arizona, which went back on the banned list while she was there. She will need to quarantine for two weeks when she returns home but cannot be paid for her time due to NYS Rules.
- Block Grant Requirements – Marcie signed the authorization for us to request reimbursement for the snack funds. Our contract and other required documents were delivered to the city on October 23, 2020. We will need to have the following written policies:
  - Internal Controls
  - Financial Planning and Reporting
  - Revenue and Accounts Receivable
  - Expense and Accounts Payable
  - Procurement
  - Asset Management
  - Record Retention and Destruction
  - Fraud and Abuse
- NYS Safety Plan was updated on October 15, 2020, to reflect the current way we are doing things. The prior version was mostly based on curbside service. The plan is linked to the library website. NYS has also passed a rule that we must develop and adopt a Public Health Emergency Contingency Plan by April 1, 2021 that sets procedures on how to handle a future communicable disease emergency, established work from home guidelines and responsibilities, determines methods of communication and contact tracing, etc. CCLS will help us with this task.
- It was determined that the 4:00 meeting time was too early for several board members so the meeting time has been changed to 4:15 going forward.

M Muldowney and N Tuggle motioned for the meeting to be adjourned at 4:41

Respectfully submitted,  
Lynn Hoth, Secretary