

DUNKIRK PUBLIC LIBRARY  
536 Central Avenue  
Dunkirk, New York 14048

Minutes  
September 22, 2020

Present: Mary Beth Muldowney, Sara Marsowicz, Nancy Tuggle, Lynn Hoth, Jason Hammond and Pam Czarniak

Absent: Marcie Lukach, Megan Giebner

L Hoth presided (as M Muldowney was still out on the lake without her notes). 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 August meeting were approved (M Muldowney, L Hoth)

RESOLVED: Financials for August 2020 are approved (N Tuggle, L Hoth)

RESOLVED: Approval of bills for September 2020. (N Tuggle, L Hoth)

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

- Facebook Views -- 1.869
- 520 Craft kits were distributed in August 2020
- 22 children completed the summer reading challenge and read more than 1000 minutes
- Patrons were very happy with the take and go craft kits, which we will continue
- The Book Give Away brought in 69 patrons on 8/28 and 8/29. The backpack give away had 25 entries.
- Maddie Mackowiak won the \$50 Walmart gift card, which was the prize given for the drawing of summer readers who met their reading challenge of over 1,000 minutes of reading
- Pam applied for a mini grant from CCLS to help cover the cost of the summer reading program. We were awarded \$372.53 to help offset the cost of craft kits
- Trick or Treat for books will happen on Halloween Day

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

- The digital book club on Goodreads continued in September with ten participants who read McCormick's *The Missing Piece*.
- Construction Grants
  - No new news—still waiting for 2019 funds
- Claire Cortes and Alison have been hired as substitutes. Both have been trained.
- Audit—all has been quiet with nothing being requested
- Boiler tune up and fire extinguisher inspections have been scheduled. Elevator tech has stopped by again to finish some required tests
- Teen/Young Adult—We were awarded a CCLS Grant to promote October's Big Read title *Pretty Monsters*. We used the funds to create four spooky themed "Creativity Bundle" prize packs. The librarian at the Dunkirk High school has been contacted to try to engage their students
- Virtual Events—We've created a Board Game Arena account and are working on using it as a means to host virtual competitions in conjunction with a DPL Discord channel
- The Block Grant Funds for the first month have been used to include a snack in the craft kits as student foot traffic has remained low so we have not been filling the Snack Racks.
- COVID Quarantine – A staff member was under doctor's orders to quarantine for 14 days. Jason is looking into how to apply for the government funds to cover her absence since NYS says we are obligated to provide a minimum of five days paid coverage

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- Census – A dedicated table and computer are set up for patrons to complete their census
- Annual Report to the Community is now available on the DPL website
- The following meetings were attended in September
  - NYS Retirement System Data Reporting Webinar—intro only and then forwarded information to Dan at Bahgat and Laurito-Bahgat
  - 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
- Trustee Election held on September 15, 2020—based on the number of votes each candidate received has Marybeth Muldowney and Nancy Tuggle elected to Trustee through June 30, 2023 and Sara Marsowicz elected through June 30, 2021
- Annual Audit-no updates other than the submission of GASB form from the state
- Claire Cortes was hired as our second sub
- Clerk Vacation Time—Marci received information on how much time is in question, but she was not at the meeting. The trustees present would like to have the time used up by the end of the current year
- L Hoth made a motion that we move forward with the Finger Printing Program., which was seconded by M Muldowney—all those present were in favor

**New Business:**

- Election of Officers for the remainder of fiscal year were held with the following results
  - President – Marcie Lukach
  - V President – Marybeth Muldowney
  - V President of Finance – Nancy Tuggle
  - Secretary – Lynn Hoth
- Conflict of Interest Forms—CCLS suggests that Board Members review and update these forms annually
- Building Insurance – It was suggested that we obtain a quote for an add on for cyber security

M Muldowney and J Hammond motioned for the meeting to be adjourned at 4:41

Respectfully submitted,  
Lynn Hoth, Secretary