

- DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes

December 15, 2020

Present: Marci Lukach, Mary Beth Muldowney, Sarah Marsowicz, Lynn Hoth, Jason Hammond and Pam Czarniak.

Absent: Nancy Tuggle, Megan Giebner

M Lukach presided. Called to order at 4:19 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 November meeting were approved (S Marsowicz, L Hoth)

RESOLVED: Financials for November 2020 are approved (L Hoth, S Marsowicz)

RESOLVED: Approval of bills for December 2020. (L Hoth, J Hammond)

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

- 426 Craft kits were distributed
- 292 Facebook views
- An Adult craft will be available on Wednesday, December 16—it is a votive snowman ornament
- Craft kits with snacks will continue in January
- In January we will begin a reading challenge with prizes for completion

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

- The digital book club on Goodreads continued in December reading and discussing *A Mrs. Miracle Christmas* by Debbie Macomber. They have selected and posted their 2021 titles to Goodreads.com
- Construction Grants-
 - David picked up architectural drawings in order to prep bid materials (he also reached out to BECC Electric about the broken parking lot lamp)
 - Chautauqua Woods is getting closer to installing the doors. They received the correct components and hopefully they will be installed soon
- Tax Levy – the new funding allowance from the school district was received and deposited the funds
- City Block Grant—the first quarter report was due to be filed on December 10 with the City. 941 snacks were distributed between September and November. Once the December Visa bill is paid, we will apply for our first portion of reimbursement
- We had an unexpected donation of \$500 from Lois Barris.
- Patrons and masks—
 - Robert Schofield's instructions regarding the family who is unable to wear face coverings were shared with the Board via email. Making books available to be picked up in the parking lot is all that is required of the library at this point.
 - Another email was received by board members in regard to the removal of another individual for noncompliance and mistreatment of the staff
- ILL Requests—The Fredonia library closed on 12/7/20 due to virus exposure so we volunteered to have CCLS redirect loan materials to DPL for pickup.
- Diane is planning on going to NC for Christmas

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- **Staffing—**
 - Megan Congdon was hired from ten candidates to fill Sarah's vacancy
 - Lori had to quarantine for 14 days for what was likely pink eye
 - Dalil is doing an internship through Chautauqua Works. He has been a great help, especially with Lori out
 - There is concern among that staff about snow closings, so Jason directed them to the decision in the 11/2019 meeting minutes.
- **Meetings and Conferences—**
 - Author talk with Michael Keene
 - CCLS Director meeting
 - Arts and Humanities session
 - Outreach to Native American patrons
 - Pandemic Planning

Old Business:

- DPL Policy updates –Tabled on June 6th until we can meet in person.
- Public Health Contingency Plan: Due by April 1, 2021; CCLS will be sending a template;
- Block Grant Requirements; We need to create the following written policies in order to be in compliance with the grant conditions:
 - Internal Controls
 - Financial Planning & Reporting
 - Revenue & Accounts Receivable
 - Expense & Accounts Payable
 - Procurement
 - Asset Management
 - Record Retention & Destruction
 - Fraud & Abuse
- Harassment Forms—Annual Workplace Harassment Training is due. Either fill out and submit the waiver or use the provided link to access this year's online tutorial

New Business:

- Credit Card – It was decided to allow Michele to have a credit card registered in her name to be used to order books and videos primarily on Amazon so that the limit on Pam's credit card was not maxed out allowed her to make the purchases she needs for the Children's Room. M Lukach brought forth this resolution, which was seconded by L Hoth and passed unanimously.
- A resolution on archiving and record retention was brought by S Marsowicz and seconded by L Hoth to agree with the NYS Ed record keeping; all agreed
- Jason was going to try the Chamber of Commerce and elsewhere to see if a better deal on health insurance could be found
- M Muldowney brought forth a motion to limit the number of books that can be checked out at one time to 25 per library card. This is in addition to the limit on "new" books. The motion was seconded by S Marsowicz and all agreed
- A discussion began on what the library could do to possibly honor the service of Alona Forbes after her recent death. The discussion was tabled and to be brought back up in January.
- Jason reminded each trustee that the 2021-2022 Budget Planning should begin shortly.

L Hoth and S Marsowicz motioned for the meeting to be adjourned at 4:54

Respectfully submitted,
Lynn Hoth, Secretary