

DUNKIRK PUBLIC LIBRARY  
536 Central Avenue  
Dunkirk, New York 14048

Minutes

February 23, 2021

Present: Mary Beth Muldowney, Nancy Tuggle, Sarah Marsowicz, Lynn Hoth, Jason Hammond, Pam Czarniak, Megan Giebner.

Unexcused Absence: Marcie Lukach

M Muldowney 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 January meeting were approved (J Hammond, N Tuggle)

RESOLVED: Financials for January 2021 are approved (N Tuggle, L Hoth)

RESOLVED: Approval of bills for February 2021. (N Tuggle, L Hoth)

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

- 194 Craft kits were distributed in January to take home.
- 251 Facebook views
- In February snowman, Valentines' Day, mitten, and super hero mask crafts were distributed. These also included an activity sheet and a snack.
- As of 2/19/21, 14 children completed the reading challenge for Valentines' Day, completing six books. The reward was a small Valentine plush dog.
- Chautauqua Opportunities is starting a program to better prepare children entering kindergarten. Pam will attend meetings and public events and make a video showcasing the library and our programs.

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

- Book Club – Radium Girls was the Jan/Feb title. 6-8 individuals continue to register and borrow the selected novels, but GoodReads.com are discussions becoming less frequent. Roberta feels that participation will go back to normal once they can meet in person again.
- Construction Grants
  - The AC Bid documents are done and should be receiving responses soon.
  - The doors should be just about finished. (Note: Jason sent an email on 3/5/21 that the doors are finally complete.)
- Meals on Wheels Partnership—Participation has been declining as some of the members have passed away. A new enrollment survey and informational brochure was made and sent to MOW. MOW is distributing this to new applicants but will begin to send to existing clients as a refresher. DVDs were added to the list of options to borrow to see if there is any interest. Roberta and Alison have been including flyers when patrons borrow items in order to spread the information, and we also have added the enrollment survey to the webpage.
- Insurance
  - Staff met with Scott Nuccio on 2/8/21 to enroll full-time staff in the Blue Cross health coverage option. The new term begins in March.
  - Greg Krauza met with Jason. Greg manages the insurance options for the Chamber of Commerce. Greg was too late to present health insurance since the agreement was already reached with Scott, but Greg presented an employee wellness plan option that is supposed to maintain take-home pay at its usual amount while also saving the employer a percentage of its cost. (N Tuggle, L Hoth,

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Jason and Michele met with Greg on March 9.)

- Phone System—Mike at CCLS has worked out a plan for the phone system upgrade and has provided a cost estimate. The system will cost \$1,960 for the phones and installation. It will use the internet. The question was raised about monthly costs and on 3/2/21 Jason emailed the trustees that the monthly cost would be \$40.50 for the eight available phones. The annual support fee is around \$3.40 per line. As the library is in need of a new phone system and the cost per month is less than the current \$80 per month with DFT, three trustees were in support of purchasing the new system, with another interested (via email confirmations). The fifth trustee did not respond to the email.
- Dalil has completed his time with the library.
- Covid Pay for Staff—the federal rules expired at the end of 2020, but employees are still covered by the NYS rules if they have a quarantine order from a doctor or other health official. As such, Lori's days were paid, but Cindy's were not.
- Meetings and Conferences—
  - CCLS Annual Report Prep Meeting
  - NYLA State Budget Overview for Libraries

### Old Business:

- DPL Policy Updates
  - Public Health Emergency Contingency Plan: Due by April 1, 2021—template forthcoming from CCLS
  - Block Grant Requirements—we need 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

### New Business:

- Phone System – Mike Jones at CCLS has provided an estimated cost of \$1,960 for upgrading the phone system (see above under Director's Report).
- Chamber of Commerce Wellness Plan – A brochure was sent via email to all trustees for review. Jason was asked to schedule a meeting to discuss this plan further with Greg Krauza. The meeting took place on March 9 with Jason, Michele, Nancy and Lynn attending. Participation would require the library to join the chamber, but Mr. Krauza said they would pay the first year's dues for new participants in the wellness plan. Next year he would provide options for health insurance policies in addition to the wellness options.
- A first draft of the budget was submitted for review. To be discussed at the March 23, 2021 meeting.
- Jan's Monthly Plan—
  - Set a date for the Trustee Election and Budget Vote (if needed). June 15, 2021 was chosen for our election day. We need to formalize this with a resolution at the March meeting.
  - Calculate the tax cap if budget needs to change.

S Marsowicz and N Tuggle motioned for the meeting to be adjourned at 5:03

Respectfully submitted,  
Lynn Hoth, Secretary