

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
January 26, 2021

Present: Marci Lukach, Mary Beth Muldowney, Lynn Hoth, Jason Hammond and Pam Czarniak, Nancy Tuggle, Megan Giebner.

Absent: Sarah Marsowicz

M Lukach presided. Called to order at 4:15 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 December meeting were approved (M Muldowney, L Hoth)

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

RESOLVED: Approval of bills for January 2021. (L Hoth, M Muldowney)

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

- 441 Craft kits were distributed
- 487 Facebook views
- 78 Patrons participated in the December 12 Christmas Day Craft
- In 2020, the Children's Room held 117 events including take home crafts, a summer reading game, give-a-ways and online classes
- 3,788 patrons participated in these programs
- In February there will be a reading challenge
- Books are being weeded out to make room for new books. Any book that has not been checked out in the past six months will be removed from the shelves.
- Take home crafts will continue

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

- Book Club – No meeting was held in January but will continue in February with the group reading *Radium Girls*
- Construction Grants
 - The AC project is about ready to be put out for bids
 - David stopped in to evaluate the condition of the front of the building where all the chunks are falling off
 - Door installation is underway, but has been prolonged due to the discovery of the damaged threshold
- Unexpected Donation – Lynne Di Stassi would like to make another contribution to the library but likes to know what her donation will be used for. The staff has come up with several ideas, including upgrades to the security camera system, a magazine rack that allows titles to be displayed cover outward, a means of preserving/converting microfilm that has begun to deteriorate, improved storage options for the DVD collection, or a self-serve copier that takes payment in order to better comply with copyright rules
- Memorials for Alex Uszacki are approaching \$1,500
- Staffing
 - Megan Congdon was unable to return for her second day of training and would not be coming back
 - Tyler Steklasa was hired to take her place
 - Lori was quarantined again. She has already used her first six federally mandated sick days during her first quarantine—we will apply what is left to her next pay period
 - Lori was spoken to about working all the time that she is claiming she is working. She assured Jason she will be onsite by 5 am daily.
 - Our intern, Dalil continues to be very helpful. Aside from doing some of Lori's cleaning, he has worked on software updates with Michele, repainted the downstairs bathroom and will be patching and painting

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, New York 14048

some of the damaged plaster in the hallway

- Credit Card –
 - Michele’s card has arrived and is set as the default option for book, movie an audio purchases on Amazon
 - Pam received three identical notices in the mail claiming her card had been added to someone’s “virtual wallet.” She contacted the company to resolve the issue.
- Boiler Inspection – Casale finally checked the heating system on 12/23/20.
- Meetings and Conferences—
 - DPL policy workshop
 - 1st library advocacy meeting with government reps
 - 2nd library advocacy meeting with government reps
 - CCLS NYS Annual Report prep meeting

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
- Health Insurance—Found out from Janice that the option of getting a group rate for health insurance if all libraries were grouped together will not work due to different tax id numbers for member libraries so now the three full-time employees must pick from the options they have been presented

New Business:

- M Muldowney made a motion, seconded by N Tuggle to approve the following policies in entirety:
 - Circulation Policy
 - Computer, Internet, and Wireless Use Policy
 - Credit Card Policy
 - Memorial Policy
 - Patron Conduct Policy – Addition of the Conduct and Consequences Chart
 - Personnel Policy
- Meeting dates – the fourth Tuesday of the month was selected for meeting dates with the exception of November, which will be the third Tuesday of the month for the remainder of 2021. A budget planning meeting was scheduled for February 10 for all interested in attending.

M Muldowney and J Hammond motioned for the meeting to be adjourned at 5:05

Respectfully submitted,
Lynn Hoth, Secretary