

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

March 23, 2021

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

Unexcused Absence: Marcia Lukach

M Muldowney presided. Called to order at 4:23 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 February meeting were approved (M Muldowney, N Tuggle)

RESOLVED: Financials for February 2021 are approved (M Muldowney, S Marsowicz)

RESOLVED: Approval of bills for March 2021. (M Muldowney, S Marsowicz)

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

- 196 Craft kits were distributed in February to take home
- Pam will be involved with a new program through Chautauqua Opportunities to help get children ready for Kindergarten
- Pam is planning on attending a virtual meeting with LJ Martin about planning for the Summer Reading Program and the Read Squared app

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

- Book Club – *Garden Spells* was the book in March. There were six readers but participation on Good Reads is limited. Looking forward to be able to meet in person again.
- Annual report is completed and under review by CCLS staff. There are drops in many categories (primarily due to the Pandemic closures and continued measures) Jan commented that board members need to turn in their proof of harassment training since it's one of the things that count in the "Trustee Education" category.
- Construction Grants
 - The AC Bid has arrived and needs Board approval so work can begin on the AC and Windows.
 - Chautauqua Woods will send a final invoice for the extra concrete work and then this project can be closed out with NYS.
- Adoption of the Pandemic Operations Plan was proposed to be accepted by L Hoth and seconded by N Tuggle. All in favor
- Memorial Funds—After buying a number of new books in memory of Alex Uszacki, the remaining donations were used to purchase a new two-sided shelf for the DVD collection. We will try to obtain a plaque that reads "Donated by the friends and family of Alex Uszacki"
- Lynn DiStassi Donation—she is willing to pay for part of the credit of the credit card reader system if the library has the funds to split it with her.
- Covid Pay for Staff—The governor made a new rule on 3/12/21 mandating four hours of leave per shot for employees getting a COVID vaccination during work hours.
- Meetings and Conferences—
 - LibWizard Software
 - TechTalk
 - Library Advocacy Meetings

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- NYLA
- Broadband Program
- Let's Move in Libraries
- CCLS
- Tech Talk Follow-up
- Community Partnership

Old Business:

- DPL Policy Updates
 - Public Health Emergency Contingency Plan: Approved above
 - 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
 - Olean has a couple sample policies that they might be willing to share
 - Phone System—Mike Jones at CCLS brought over a handset to show us how they work
 - Since a new phone system is needed, L Hoth brought forth a proposal to purchase the new telephone system. This was seconded by S Marsowicz. All in favor
 - Chamber of Commerce Wellness Plan—Greg Krauza met with the Board and presented a wellness program. At this point, it is up to the participants to decide if this is something they might be interested in. Jason to pull the cost of membership with the Chamber of Commerce again before anything can be finalized
 - Draft of Budget—there were some questions and this will be tabled until the next meeting

New Business:

- NYS Annual Report is finished
- Only two bids were received – one by Casale (\$22,900 vs \$17,575 original) and one for the upper rear windows from D&S Glass (\$36,797 vs \$30,560 original)
- Other Potential Projects
 - Security Cameras \$3,578.50—L Hoth proposed we accept the bid, which was seconded by N Tuggle. All approved
 - Credit Card Kiosk for Patron Printing was tabled at this time
 - Computer Upgrades for Teens were also tabled at this time
- Mr. Schofield provided the following legal document with regards to the June 15, 2021 Trustee election, which was proposed to be accepted by N Tuggle and seconded by S Marsowicz:
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● RESOLUTION

● DUNKIRK PUBLIC LIBRARY - BOARD OF TRUSTEES

- At a duly called meeting of the Board of Trustees of the Dunkirk Public Library held on March 23, 2021 upon a motion made by Nancy Tuggle and seconded by Sara Marsowicz, it was
- RESOLVED, that, in accordance with Education Law §260, the Board of Trustees calls special district meeting of the voters of the Dunkirk City School District for the purpose of electing two Trustees, each for a three-year term ending June 30, 2024, to fill vacancies created by the expiration of the terms of incumbent Trustees Marcie Lukach and Sara Marsowicz, and it is

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further

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- RESOLVED, that the two candidates receiving the highest number of total votes cast shall be elected to the two vacancies, and it is further
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- RESOLVED, that the election will be held on June 15, 2021 from the hours of 12:00 p.m. to 8:00 p.m. at the Dunkirk Public Library, 536 Central Avenue, Dunkirk, New York, and it is further
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- RESOLVED, that the Library Director, with the assistance of the Library’s counsel, is authorized and directed to circulate nominating petitions, create and distribute absentee ballot applications, post notice of the election, accept filed nominating petitions, print ballots, and comply with the legal notice publication requirements of law in order to hold the election as scheduled herein, and it is further
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- RESOLVED, that the Library’s Board of Trustees appoints qualified voters [_____] as Chief Inspector / Poll Site Coordinator at a compensation rate of \$12.00 per hour and [_____] as election inspector at a compensation rate of \$10.00 per hour, to conduct the election in coordination with the Library Director and Board of Trustees. – MODIFY BEFORE ACCEPTING?
- RESOLVED that, the Board of Trustees authorizes the Library Director to incur costs necessary to conduct the election, including but not limited to printing, postage, publication fees, inspector fees, technician fees, polling place rent, supplies, and professional services which shall be paid by the Library upon presentation to the Board of Trustees of authenticated vouchers in accordance with its usual and customary payment procedures.

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Lynnette M Hoth
Secretary

- Vote: 4 In Favor
- Opposed
- Abstention

M Muldowney and N Tuggle motioned for the meeting to be adjourned at 5:16.

Respectfully submitted,
Lynn Hoth, Secretary