

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

Minutes

November 17 2020

Present: Mary Beth Muldowney, Sarah Marsowicz, Nancy Tuggle, Lynn Hoth, Megan Gieber, Jason Hammond and Pam Czarniak. Also present was Lizzy from our auditing firm

Absent: Marcie Lukach

M Muldowney 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 October meeting were approved (M Muldowney, N Tuggle)

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

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

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

- 335 Craft kits were distributed; 256 Patrons received books from Trick or Treat for Books;
- 798 Facebook hits
- Trick or Treat for Books was a huge success
- On November 12, Pokemon gift bags will be given out to celebrate International Games Week. First Book organization donated all of the gifts for this event.
- Thanksgiving themed craft will be available to distribute in the coming weeks
- After Thanksgiving, Christmas and winter themed crafts will be available
- On December 12, there will be a Christmas Craft Take and Make event—kit will contain a few Christmas crafts and a treat. Participants can also pick a new book to keep

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

- The digital book club on Goodreads continued in November who read *Behind Closed Doors* by B.A. Paris
- CCLS Big Read was very successful with 33 free copies of the title *Pretty Monsters* being distributed. LJ from CCLS said we were the star library with regards to promoting this event. The Dunkirk High School Creative Writing Club had a member earn a 3rd place finish in the two-sentence horror story competition with a \$25 Amazon Card. Five runners up will receive a \$10 Shoptauqua card.
- Construction Grants-
 - The AC and Window check from NYS arrived on 11/12/20. This check is for the AC and window film project. The check was for 90% cost of the project and was \$16,353.
 - Jason met with David Walter to begin the bid process for this project
 - Chautauqua Woods has had another delay on completing our doors when they realized a wrong piece of hardware had been delivered. Jason did ask for a picture to confirm progress, which Bia Khan did supply and Jason did forward to trustees.
- Tax Levy – On 10/13/20 Cindy from the HS Business office sent Jason a text message indicating she had received our request for funds. She also complimented our website changes and stated that she enjoys using Libby.
- ALA International Library Games Week-
 - Virtual options are on our website, plus a schedule for limited in-person activities
 - A huge Pokemon card and collectable figure donation from First Book was received as a

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donation—these were used as incentives and prizes.

- Amy from the high school library provided 3 large Pikachu plushies as a raffle prize
- Jason will be meeting with a member of the BOCES Tech Forum to figure out the best way to use the Discord app in order to promote and schedule online game notes
- Out of State Travelers—Our lawyer has made it clear that we are responsible to pay our employees for time they must quarantine due to federal FFCRA rules if they travel to areas that the governor has deemed high risk areas. Diane was given some work to do from home during the time she was quarantining. Cindy got an additional two weeks paid vacation
- Staffing-Sarah will stay on the sub list for weekends, but has taken a full-time position elsewhere. Alison will take Sarah's Monday shift, but we are again looking for additional help to fill three shifts
- Meetings and Conferences—Arts and Humanities session and LJ/SLJ Library Con

Old Business:

- DPL Policy updates –Tabled on June 6th until we can meet in person.
- Annual Audit is complete. Lizzy presented the results of the most recent audit
- Updated Conflict of interest forms—reminder to submit if they have not been submitted
- Building Insurance—A motion was made by L Hoth to approve the cybersecurity estimate which was seconded by N Tuggle—all present were in favor
- Travel to Banned States—as stated above, our lawyer says the staff gets paid for required quarantine time under federal FFCRA rules

New Business:

- Harassment Forms—It is time for Annual Workplace Harassment Training. Jason can supply a link if necessary—otherwise please fill out and return the waiver form
- Construction Grants—90% of the 2019 project money has been deposited. David Walter is compiling the bid information
- Staffing-Sarah would like to remain a weekend substitute
- Snow Removal—Muldowney Brothers have staked the walkways in preparation for snow blowing. We paid extra for less corrosive salt this year on the recommendation of Carapella Masonry to help maintain the new steps.
- Jason provided a reminder to all that the budget process will begin again in January.

M Muldowney and N Tuggle motioned for the meeting to be adjourned at 5:08

Respectfully submitted,
Lynn Hoth, Secretary