

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
July 27, 2021

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

M Muldowney presided. Called to order at 4:20 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 June meeting were approved (S Marsowicz, L Hoth)

RESOLVED: Financials for June 2021 are approved (L Hoth, M Muldowney)

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

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

- 1572 Facebook views for June 2021
- 170 take home crafts and snacks were distributed
- July 7 Chautauqua Opportunities "Transition to Kindergarten" event was held outside under the new tent. 12 people attended and Pam read a story to the children attending
- "Tails & Tales" began on July 12. Attendees have been averaging 20 patrons on Tuesdays and 10 patrons on Thursdays. 73 children have enrolled in the reading program
- The Children's Room has had one STEM class so far. The class started with 4 patrons and as others saw what was happening, 6 more joined in. Projects included an M&M Rainbow and elephant toothpaste. Mentos in diet coke experiment was done outside
- Playdate in the Park activities were rained out the first two dates but on 7/21, Pam set up carnival games inside and 9 patrons took part.
- "Passive Programming" is being enjoyed with a growth chart showing the height of different animals as well as a "Whose tail is this?" display. Educational information on each animal and a small prize for the kids who can name the animal to the tail was provided.

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

- Book Club – Ten participants were present for the first meeting back in the building. Refreshments were provided and there was a good discussion of the book "The Book Thief" by Markus Zusak. It was great seeing everyone again.
- Construction Grants
 - AC install is complete
 - D&S Glass estimates that the windows will ship in September. We are waiting for a color chart to pick the finish that best matches what is already on the exterior.
- Brickwork/Cornice Repair – Jason contacted the mason who did the previous work and is waiting for an estimate
- Flag Pole – Jason restring the flagpole
- Dunkirk Block Grant – Jason attended a meeting of the common council due to a call from City Hall about redistribution of block grant funds. No public comments were allowed and the vote was taken. The Library was not one of the businesses in danger of losing their grant
- Jill from City Hall requested our stats on our Wi-Fi and computer lab usage and requested that we send a

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letter of support for a grant she is writing. Her goal is to demonstrate a public need for greater Wi-Fi coverage in the city and if successful may result in Wi-Fi connectivity in some of the parks

- Annual Audit – The first round of documents requested by the auditor were uploaded on 7/23/21
- Teen Activities—The Mystery Animal egg hunt has proven to be popular so far, with some participants showing up first thing in the morning on days that the new eggs have been hidden. We also started a Teen/YA Dungeons & Dragons campaign that will run on Fridays for the remainder of the summer.
- Bench Cushion – Measurements were confirmed and this project will be completed soon. Lynn DiStassi and her sister offered to pay for this beyond the funds they provided for the tent canopies and book spinner. Katie cleaned and polished the bench frame as part of her service time
- Katie (Katherine Clement) finished her twenty-five hours of community service on 7/23/21 and the appropriate forms were scanned and emailed to her supervisor
- Generous Donations
 - Lois Barris issued a \$1,000 donation from her retirement account. Jason has expressed our gratitude
 - Joel Cuthbert donated \$1,000 to be used for community programs and events. The funds were split evenly between kids, teens, adults and the computer lab. (Some of these funds were used for the refreshments at the Book Club meeting)
- Meetings and Conferences—
 - 6/30/21 CASE Act Copyright Law meeting
 - 7/12/21 City Hall Special Session on Block Grant Funds
 - 7/15/21 WNYLRC Library Advocacy Council
 - 7/15/21 LibraryCon Graphic Novel discussion
 - 7/16/21 CCLS Monthly Update
 - 7/21/21 CCLS Collection Development Committee

Old Business:

- DPL Policy Updates
 - Block Grant Requirements—under revision

New Business:

- Trustees -- Welcome Sue!
- NYS HERO Act – Although the status of the library in relation to the new law is unclear, Jan is recommending all libraries create an airborne infectious disease protocol. She suggests modifying and adopting the generic state template <https://dol.ny.gov/ny-hero-act>
- Book Sale -- Books have been being accepted for the “end of summer sale” to be held September 4 from 10 am to 2 pm. Serving Up Smile will be providing the ice cream truck. L Hoth and N Tuggle will both be donating \$50 to help cover the cost of the ice cream
- Staff Vacations – potentially four people will be affected by the shortening of hours—primarily summer hours—in calculating vacation time for the coming year. There was some discussion and this issue will remain on the agenda until a decision is reached on how to handle their vacation time.
- We are thankful for the large donations from Lynne Di Stassi, Lois Barris and Joel Cuthbert
- Election of officers for 2021-2022 Library year
 - President – Mary Beth Muldowney
 - V President – Sara Marsowicz
 - VP of Finance – Nancy Tuggle
 - Secretary – Lynn Hoth
- Jan’s Monthly Plan
 - New Trustees Sign Oath of Office – completed
 - File Oaths of Office in Mayville—completed
 - Send docs to auditor – process started on 7/9/21
 - Request amount of Tax Levy from school business office -- \$350,000 confirmed 7/12/21

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S Marsowicz and M Muldowney motioned for the meeting to be adjourned at 5:07.

Respectfully submitted,
Lynn Hoth, Secretary