

# DUNKIRK PUBLIC LIBRARY

536 Central Avenue  
Dunkirk, New York 14048

Minutes  
June 22, 2021

Present: Mary Beth Muldowney, Sarah Marsowicz, Lynn Hoth, Jason Hammond, Pam Czarniak, Megan Giebner, Marcie Lukach

Attended by phone: Nancy Tuggle

M Lukach 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 May meeting were approved (M Muldowney, S Marsowicz)

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

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

RESOLVED: Balance Transfers presented by M Giebner were approved

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

- 1515 Facebook views for June 2021
- 244 take home crafts were distributed
- Decorated Children's Room for the summer program
- Put out sign-up sheets for summer
- Created summer reading bingo sheet
- Continued preparing Thursday craft kits and crafts for the summer program
- Advertised summer program on Facebook and with flyers
- Finished summer schedule
- Edited and labeled children's books
- Attended Chautauqua Opportunities Kick-off to kindergarten meeting. Kids will visit the library July 7th

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

- Book Club - Six readers enjoyed the May title *Did You Ever Have a Family?* By Bill Clegg. A dozen participants are signed up for the July's onsite meeting. They sound excited to be back.
- Meals on Wheels - There are only two participants left in this program
- Construction Grants
  - AC install is underway
  - Rear windows were measured and are hopefully being manufactured
- Computer Lab Intern - Zach started at the beginning of June and has been very helpful. Michele says he is quite knowledgeable and he's been performing a number of jobs to

## DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, New York 14048

keep the lab running smoothly

- Scout Volunteer - Isaac Williams took some pictures around the building and they can hopefully be used in brochures or on the webpage. Isaac reviewed and made updates to an old digital photography activity for Michele, plus worked on a number of smaller tasks to help prep for summer activities
- Brickwork/Cornice Repair - David Walter is working on getting estimates for brick repair
- Free flowers - a woman helped herself to flowers from our garden
- Pizza and Library Partnership - Tyler Steklasa also works at the Villagio restaurant in Silver Creek and he has permission to tape our summer activities to the pizza boxes. Anderson Lee is teaming with us on some of the activities so that completed activities can be returned to either of our libraries
- Trustee Election - Both candidates receive the same number of votes and will begin their three-year term in July
- Leaky Roof - Farrell Roofing appears to have fixed the leak after heavy rain and Casale Plumbing put back some new ceiling tiles while they were running lines for the AC.
- Insurance Policies - We've received multiple mailings from Utica National regarding all the adjustments to things they won't cover on our next renewal. Most seem pandemic or cyber-attack related. Blue Cross is already planning to raise next year's rate by at least 10%.
- Meetings and Conferences—
  - 5/20/21 -- School Library Journal Day of Dialogue - upcoming Kid, Teen & YA titles
  - 5/21/21 - National Grid Small Business meeting about pandemic recovery funds
  - 5/21/21 - Ask a lawyer conference re: pandemic law updates
  - 5/27/21 - CCLS monthly update conference
  - 6/16/21 - Fraud prevention meeting with state comptroller's office
  - 6/17/21 - WNYLRC committee meeting for library advocacy
  - 6/18/21 - CCLS monthly update conference
  - 6/21/21 - Ask the HR expert conference re: hiring practices

### Old Business:

- DPL Policy Updates
  - Block Grant Requirements—recommended edits to the Olean Cash Control Policy
- Security Cameras - Done! We now have 14 views around the library. Need to consider a preventative maintenance visit in a couple of months to make sure the DVR storage capacity is sufficient

### New Business:

- Trustee Election—Sara Marsowicz and Susan Nickle have both been elected to three year terms running from 7/1/21 through 6/30/24
  - Sign and notarize Oaths of Office
  - Complete Conflict of Interest forms
- Parking Lot—Lakeshore Paving looking to seal and restripe parking lot—it was decided to wait another year
- A motion was made by M Muldowney to deactivate the Safety Plan activated with

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, New York 14048

regard to the pandemic. Seconded by S Marsowicz. All in favor.

- Jan's Monthly Plan—everything for June was in regards to the election, so nothing new

S Marsowicz and M Muldowney motioned for the meeting to be adjourned at 4:49.

Respectfully submitted,

Lynn Hoth, Secretary