

DUNKIRK PUBLIC LIBRARY  
536 Central Avenue  
Dunkirk, New York 14048

Minutes  
May 18, 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 4:21 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 April meeting were approved (S Marsowicz, N Tuggle)

RESOLVED: Financials for April 2021 are approved (N Tuggle, L Hoth)

RESOLVED: Approval of bills for May 2021. (N Tuggle, L Hoth)

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

- 629 Facebook views for April 2021
- 324 take home crafts were distributed
- Tails and Tales, the summer program will run from July 12 through August 20. Animal themed crafts, reading contest and story times under a tent are being planned. Pam printed a "reading contract/sign-up sheet" for the kids to sign up for the program. Younger children will get a small prize for every 5 books they read (or an adult reads to them), up to 3 prizes. If they read 15 or more books, they receive a new book to take home and keep, a ticket in a raffle for a \$50 Walmart gift card, and their name in a library book. Chapter book readers get a prize for each chapter book (at least 70 pages) they read up to 3 prizes. If they complete three-chapter books, they receive the same prizes as the younger children. Pam is working on a summer program calendar that lists the activities.

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

- Book Club – *Memory Keeper's Daughter* by Kim Edwards was the book in May. Participants are asking to meet in person again. With the building capacity limits changing as of 5/19/21, that should be possible
- Meals on Wheels – Roberta mentioned that we are down to three participants, but they tend to borrow three items each with every delivery
- Construction Grants
  - NYS requested extra information on the entryway renovation due to the contractor's inability to reuse the original stone steps
  - No new news on the other projects
- Computer Lab Intern – We interviewed a Fredonia computer science student on 5/4/21 for a volunteer summer position working with Michele. He will probably be here at least two days a week beginning in June
- Fire Department Inspection – Numerous firefighters visited on 5/5/21. No major complaints but they would like us to get carbon monoxide detectors throughout the building. There is a broken exterior electrical outlet that needs a new cap. The electrical box needs a hole covered. A Knox Box that would allow emergency services with access to an outside key in case they need to enter the building is most likely the biggest issue uncovered during the inspection. One fireman renewed his library card in order to borrow one of the new firefighting books that was on display.
- Brickwork/Cornice Repair – Damage material was removed on 5/12/21. It was suggested that complete

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, New York 14048

repair be done as soon as possible to avoid water damage.

- Memorial Funds – The Alex Uszaki memorial plaque was picked up for the new DVD shelf along with two nameplates for the red book carts from previous memorials.
- Memorial Envelopes – Copy Boy printed a new batch of envelopes on our blank envelopes for our remittance envelopes for memorials.
- Lynne DiStassi Donation – DVD drawers and a movie spindle were purchased and Pam is still looking for the best deal on pop-up tents for outdoor programs.
- Star Wars Giveaway – Pam and Jason put together a “May the 4<sup>th</sup>” raffle basket themed around baby Yoda
  
- Meetings and Conferences—
  - 5/11/21 – Critical Hit: Techniques for Staff Training and Reviews
  - 5/11/21 – Mission Ignite: Partnering for Tech Collection, Refurnishing and Redistribution
  - 5/12/21 – Passive Programming for Library Patrons

**Old Business:**

- DPL Policy Updates
  - Block Grant Requirements—Olean has shared a number of forms—Jason is working on revisions
- Security Cameras – Remaining installation to occur on 5/18/21
- Budget vote: L Hoth proposed that the Trustees accept the prepared Budget totaling 575,521 which includes the full estimated costs for the construction grants. This proposal was seconded by S Marsowicz. All in favor
- City of Dunkirk Community Block Grants – The request for snack program support was delivered to city hall. In addition, our registration with the federal SAM program was renewed so that we remain eligible for funding
- Minimum Hours per NYS-As part of the above budget vote, it was decided to change the library hours in an effort to better meet demand and help save on taxpayer funds

**New Business:**

- Book Club – Roberta and Cindy questioned if the hours could be changed slightly to accommodate monthly book club meetings. Most participants cannot meet before 6:30. A discussion ensued but, a formal agreement was not voted on
- Jan’s monthly Plan
  - Send Trustee candidate names to BOE, get absentee list and ballots
  - Do people need to canvas the County Home or is it still off limits due to the pandemic?

S Marsowicz and L Hoth motioned for the meeting to be adjourned at 4:59.

Respectfully submitted,  
Lynn Hoth, Secretary