

DUNKIRK PUBLIC LIBRARY  
536 Central Avenue  
Dunkirk, New York 14048

Minutes  
November 16, 2021

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

Excused: Lynn Hoth

N Tuggle 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 October meeting were approved (S Marsowicz, N Tuggle)

RESOLVED: Financials for October 2021 are approved (S Nickle, S Marsowicz)

RESOLVED: Approval of bills for November 2021. ((S Marsowicz, N Tuggle)

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

- 3248 Facebook views through October 2021
- 277 patrons and craft kits were distributed
- Story time and craft kits Tuesdays and Thursdays at 11:00.
- Saturday November 11<sup>th</sup> we will have a Thanksgiving craft to take home and Saturday December 18<sup>th</sup> a Christmas craft to take home.
- The 20<sup>th</sup> of November also starts the Holiday Scavenger Hunt which runs through December 17<sup>th</sup>.
- Trainings included:
  - 12/2 National Summer Programming Symposium

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

- Book Club - On October 4 thirteen participants met to discuss *Flowers for Algernon* by Daniel Keyes.
- Brickwork/Cornice Repair - the masonry has been painted
- Teen Activities
  - International games week was held from 11/8 to 11/12
  - Critical Gaming provided some activities on our two board game nights
  - There were 29 contest entries and 8 giveaways
- Roof Issues - TJ Plumbing has rescheduled for 11/17
- Isaiah Rashad has contacted us to hold a discussion of one of his new titles in early December.
- Meetings and Conferences—
  - 10/27 Weeding the collection, part 1
  - 11/2 Dunkirk, Patterson, Olean meeting to finalize settings for Discord Server
  - 11/8 Library advocacy committee meeting

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, New York 14048

- 11/9 Ralph C Wilson Fund meeting
- 11/9 Using Storywalks meeting
- 11/10 LibraryCon graphic novel resources conference
- 11/10 Weeding the collection, part 2

**Old Business:**

- DPL Policy Updates
  - Block Grant Requirements—no updates this month
- Roof/Drainage Leaks -
  - TJ Plumbing to come look at leaks 11/11/21
  - We are still waiting on the insurance adjustors report
- Deteriorating Plaster & Masonry
  - Don Warda is still supposed to stop by to determine the estimate for a building-wide review
- Long Range Plan of Service
  - <https://www.mysl.gov/libdev/helpful/standard02.htm>
  - According to the Trustee Handbook webinar, the plan needs to be in place and published by January 2022.
  - We will continue to come up with goals and set a date to work on the plan
- Electrical Issues
  - Ahlstrom Schaffer Electric began work on 11/9. Lights and power are back on to the impacted areas. A new ballast has been ordered for the parking lot lamp.
- Sexual Harassment Training and Conflict of Interest Forms - Log into staff webpage and complete required documents. Forward any training certificates to director.
- DFT was contacted 11/12 to get the two backup lines needed to support the fire alarm.
- Chadwick Bay Property Management provided a quote for snow removal of \$3,160. They have also been helping the library with some general building and maintenance issues.

**New Business:**

- Annual ALA Library Games week was held 11/8 to 11/12
- CREATE Project-Valerie Walawender has completed a number of 'Folk & Family' video shoots in the meeting room as part of the shared CCLS grant we received
- Trevon Tripp began a work program with us through Chautauqua Works
- Zach Dean will be wrapping up his SUNY Fredonia internship this month

S Marsowicz and S Nickle motioned for the meeting to be adjourned at 5:05.

Respectfully submitted,

Sara Marsowicz, Vice President