

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

October 26, 2021

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

Excused: Susan Nickle

M Muldowney presided. Called to order at 4:16 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 September meeting were approved (N Tuggle, S Marsowicz)

RESOLVED: Financials for September 2021 are approved (S Marsowicz, L Hoth)

RESOLVED: Approval of bills for October 2021. ((S Marsowicz, L Hoth)

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

- 1537 Facebook views through September 2021
- 197 patrons and craft kits were distributed
- Story time and craft kits Tuesdays and Thursdays at 11:00.
- Trick or Treat for Books was October 23 from 10:00-12:00-95 patrons attended with many in costume. Kids received a new book and a treat bag with a craft, candy and a ghost temporary tattoo.
- Trainings included:
 - 9/29 Picture Book authors and illustrators
 - 10/4 Resilience for Library Staff after pandemic
 - 10/20 Workshop—Picture Book Authors
 -

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

- Book Club – On October 7 the group met to discuss *I Know Why the Caged Bird Sings* by Maya Angelou.
- Construction Grants
 - The \$129,631 is in the bank and recorded on our grant excel sheet. Waiting on delivery of first set of windows. David W is setting up the bid docs for the rest
- Brickwork/Cornice Repair – RE Kelley started work on 10/22/21
- Teen Activities
 - D& D continues with our usual group of kids
 - Our Halloween “Spook Hunters” scavenger hunt was very popular. The activity was shared with other system libraries and at least four other locations were borrowing it
 - Dunkirk, Patterson and Olean are trying to create a CCLS Discord server for coordinating and promoting teen events
- Roof Issues – still leaking-waiting on Casale.
- Electrical Issues—Jason's office is being run with an extension cord. Lights in basement are very limited.
- Periodicals – Searching for a new magazine shelf.
- Meetings and Conferences—
 - 10/1 Phone meeting with Lauren from Patterson re: Teen/YA events and Discord
 - 10/6 Phone meeting with Ann Eckman re: follow-up to NCCF grant application
 - 10/7 CCLS Collection Development Committee meeting

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- 10/13 CCLS annual system-wide meeting
- 10/14 Information meeting re: Kannopy video streaming service via Overdrive
- 10/19 Trustee Handbook Club Conference Session 1

Old Business:

- DPL Policy Updates
 - Block Grant Requirements—no updates this month
- .
- Staff Vacations -- Jan at CCLS agrees that no earning vacation while on vacation but offered to help when calculating the time.
- Roof/Drainage Leaks –
 - Casale Plumbing was contacted after the last board meeting, but they haven't schedules us in for the repair yet. It was suggested that another local plumber be contacted to complete the job,
 - The insurance adjuster came by 10/19/so we are waiting on his report
- Deteriorating Plaster & Masonry
 - Jan had not conducted a remediation evaluation during her time at the library and thought it sounded like a good idea
 - The masons began work on 10/22. The front door was again closed to foot traffic. Don Warda is supposed to stop by to inspect the progress and determine the estimate for a building-wide review
- Construction Grant – The check from NYS for the window project has been deposited.
- 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
 - We may need to get the rough outline together and then continue to edit

New Business:

- Electrical Issues
 - Problems are ongoing (and spreading) Called BECC again on 10/12 but no one has been back
 - Contacted Ahlstrom Schaffer Electric on 10/19 with the help of Mike Jones from CCLS. The electrician found lots of older, damaged/bare wire and expects that our areas without power may need completely new lines installed. Mike will come back on Monday with an ASE supervisor who will try to devise a price quote
- Refrigerator – The new appliance was delivered on 10/18. The majority of the purchase was covered by donations from the Dunkirk Fire Department and Gabel Brothers Furniture.
- Recommended Trustee Handbook Training
 - Sara and Jason attended
 - Tools for Planning: Libraries Transforming Communities: Turning Outward Tools, Publications & Resources (ala.org) & Home Sustainable Libraries Initiative
 - Required Trustee Training: New law, Board President will track training and report compliance to NYS
- Fire Department Know Box
 - Do we purchase wired (1,639) or independent (995) It was decided to hold on this decision at this point
- New Phone System – The phones were installed on 10/19/21. They work great but have caused a conflict with the alarm box which apparently requires two phone lines to operate. Jason is researching options with DFT to supply new lines or the current phone system provider adding the box to our package.
- Sexual Harassment Training and Conflict of Interest Forms – Log into staff webpage and complete required documents. Forward any training certificates to director.
- Snow Removal – Muldowney Brothers are short staffed so have dropped our service. Looking for a quote from Bankoski for snow blowing.

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- Personnel – Tyler found a full-time position with Chautauqua County. He began his new job on 11/4
- Jan's Monthly Plan
 - CCLS Annual Meeting 0 Attend virtually on 10/13
 - Request funds form School District—letter was sent on 10/21/21

M Muldowney and L Hoth motioned for the meeting to be adjourned at 5:32.

Respectfully submitted,
Lynn Hoth, Secretary