

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

September 28, 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 4:16 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 August meeting were approved (S Marsowicz, N Tuggle)

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

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

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

- 1486 Facebook views through August 2021
- 249 patrons and craft kits were distributed
- Story time and craft kits Tuesdays and Thursdays at 11:00.
- Trick or Treat for Books will be October 23 from 10:00-12:00
- Some passive activities, such as "guess how many candy corn are in the jar," a board with book characters in silhouette to be guessed and a search game like "Where's Waldo?" are in the Children's Room.

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

- Book Club – On September 2 the group met to discuss *Rosemary: The Hidden Kennedy Daughter* by Kate Larson.
- Construction Grants
 - We received notice that the \$129,631 for the window replacement was approved by NYS. David Walter stopped by to discuss and is preparing materials for the contractor bid. D&S believes the set of windows for upstairs should ship by the end of September.
- Brickwork/Cornice Repair – RE Kelley has us on their schedule
- Teen Activities
 - D&D is back in session after a short break to see what the member's schedules would be like in relation to academic and extracurricular activities. Plan is to run games twice a month (barring holidays) during the school year
- Personnel—Tamara may be filing for PFL due to time away from work connected to a family illness/death.
- Water outage—the water line break forced to library to close on 8/1 & 8/2. Scheduled part-time staff were paid according to emergency closure rules in the policy manual.
- Fire Extinguishers—The annual fire inspection was done on 9/14/21. A couple devices needed service, so we have temporary replacements until Allen Fire brings ours back.
- Elevator Inspection – Completed 9/23/21. State laws require that the inspection be witnessed and approved by an independent party, so a member of ACE Elevator Inspection Corp accompanied the technician from Schindler.
- Book Sale – The 9/4/21 sale was successful. Cindy provided coffee and donuts, Jason bought pizza for lunch. Valerie Walawender was present with sculpture brochures. LJ from CCLS provided hand-outs and information on library system resources. Roberta and Cindy volunteered a huge amount of personal time for sorting and preparing the book donations.
- Roof Issues – Still leaking...see below

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- Annual Audit – Everything is finished and our documents have been returned.
- Block Grant – We have submitted for the final reimbursement of 2020-2021 snack costs and turned in the authorizations to the City to continue the program for the new school year.

- Meetings and Conferences—
 - 8/27/21 Monthly CCLS mtg
 - 8/31/21 Library Advocacy Committee
 - 9/10/21 CREATE Project
 - 9/17/21 Monthly CCLS mtg
 - 9/20/21 Ask the HR Expert
 - 9/21/21 Library Core Collection database webinar
 - 9/28/21 CCLS Summer Reading Info mtg

Old Business:

- DPL Policy Updates
 - Block Grant Requirements—a few paragraphs of the Olean templates have been adjusted; modification and adaptation is ongoing
- Book Sale \$625.15 was raised on the day of the sale, plus a couple resellers came by the following week in order to purchase a couple more bags full of leftovers. Fifteen boxes of unsold books were picked up by Buyers Dream, who will donate, resell or recycle the items. If any sell, we may receive a percentage.
- Staff Vacations – just want to keep this topic on our minds with the shortened summer hours.

New Business:

- Roof/Drainage Leaks
 - Farrell Roofing emailed an estimate of \$2,000 to create and install the drain bypass sleeve. Casale Plumbing gave a verbal estimate on 9/23 of \$2,500 to put up scaffolding and replace the faulty drain pipe. A vote was taken and it was decided to hire Casale to replace the drain pipe
 - Deteriorating Plaster & Masonry—RE Kelley to be contacted to provide an estimate for a building-wide remediation assessment so as to try to preempt future problems such as crumbling corner in the computer lab. The hope is to be able to have phased repairs completed with future construction grants.
- NYS Construction Grant—Assemblyman Goodell sent a letter confirming that we should receive \$129,631 for our window replacement project
- Long range Plan of Service – Goals, Community Needs and Ideas (see minimum standards chart) Jason was asked to check with Jan to see if there is anyone who could help facilitate our strategic plan for the future
- Budget increase—too early to determine if necessary without a strategic plan—will discuss after the strategic plan is completed
- Annual Audit—Completed in August—trustees reviewed and have no questions at this time, Megan has been asked to void stale-dated checks
- Jan's Monthly Plan
 - Fire Extinguisher Inspection – completed 9/14/21
 - Boiler Winter Checkup—trying to make appointment
 - Building Insurance Renewal—done 8/20/21
 - Jan recommends attending the Trustee Handbook training webinars that were shared in Jason's 9/23 email

S Marsowicz and M Muldowney motioned for the meeting to be adjourned at 5:17.

Respectfully submitted,
Lynn Hoth, Secretary