

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048
Minutes
December 28, 2021

Present: Mary Beth Muldowney, Susan Nickle, Sara Marsowicz, Lynn Hoth, Megan Giebner, and Jason Hammond

Excused: Nancy Tuggle, Pam Czarniak

Mary Beth Muldowney presided. Called to order at 4:17 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: That the secretary's minutes for November be approved. (L Hoth, S Nickle)

RESOLVED: Financials for November 2021 be approved. (L Hoth, S Marsowicz)

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

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

- Story Times, Events, and Take Home Crafts including snacks for November—183
- Face Book Number reached for November 1403
- 15 children participated in the Holiday Scavenger Hunt which involved searching the Children's Room for 12 Holiday characters.
- Saturday December 18th was the Christmas Craft Day which had 49 patrons participate. Many grandparents with visiting grandchildren participated. Extra Christmas Craft bags with treats were distributed at the desk.
- 22 Snow Globe Ornaments Adult Craft Kits were left at the circulation desk to hand out.

Director's Report was submitted by Jason Hammond:

- *The Mistletoe Promise* by Richard Paul Evans was discussed while the eleven participants ate Christmas Cookies;
- Roof Drain Issues—Scaffolding was delivered but Casale said they needed to consult with the roofers before going any further. TJ's Plumbing looked at the issue but have not submitted an estimate
- Book Talk—Isaiah had a small crowd for his author visit on 12/16. One participant was a former student who saw the announcement on our webpage. He was possibly interested in joining our sub list;
- Electrical Work—Ahlstrom Schaffer fixed the parking lot lamppost. Waiting on bill for all of their work;
- Fire Alarms—Between DFT and Great Lakes they finally have our fire alarms working again. The panic buttons probably are not working yet. Brown security came to check it out, as well as a maintenance visit after the new cameras were installed
- Outreach Funds—We received a \$1,000 Adult Literacy grant from CCLS which will be used for Technology Skills programs in partnership with the Senior Center. It will also cover the cost of our Tech Talk database renewal and allow for the purchase of a couple devices to be used in instruction
- Vacuum Cleaner—Lori reported that our vacuum broke. A Black Friday replacement was purchased from Kohl's;
- Construction Grant—An update to the NYS Library Construction Department was submitted in May regarding the doors and stairs. They just responded with a "project amendment" which was turned in on 12/21/21. Once approved, we should be able to close out this project and receive the final 10% payment.
- Community Report—The July 2020-June 2021 Annual Report to the Community is posted on the website;
- Wind Damage—recent high winds ripped legs off from one of the benches in the front lawn. Lori will see if the trash pick-up will take it, otherwise we will need another method of disposal;
- Assorted instances of face covering dissension continue.

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Meeting and Conferences

- 11/17 History Webinar
- 11/17 In person meeting with local advocacy members at 7:30
- 11/18 CCLS Collection Dev
- 11/19 Monthly CCLS meeting
- 11/30 CCLS Youth Services
- 12/2 Summer Reading Prep Seminar
- 12/9 Directors of Small Libraries Seminar
- 12/13 Library Advocacy Committee
- 12/13 Challenges to Library Collection w?Lawyer (recording)
- 12/14 Trustee Training Webinar #3
- 12/16 CCLS Collection Dev
- 12/17 Monthly CCLS

Old Business:

- DPL Policy Updates –
 1. Block Grant Policy Requirements—no changes
- Long Range Plan of Service
 - Use <https://www.nysl.nysed.gov/libdev/helpful/standard02.htm> for reference
 - Due by January 2022
 - Set a meeting for January 13 at 6:00 PM
- Fire Department Knock Box—Tabled in October
- Missing forms
 - Mary Beth – Annual Harassment Training and Conflict of Interest
 - Sara—none
 - Nancy—Conflict of Interest
 - Lynn—Conflict of Interest
 - Sue—turned in missing Annual Harassment Training

New Business:

- Review FSC Proposal
- Schedule Meetings for 2022
- Call for Executive Session on personnel matter; Conclude Executive Session
- Jan's Monthly Plan—Renew Treasurer Bond-Paid in November 2021
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S Marsowicz and L Hoth motioned for the meeting to be adjourned at 5:19.

Respectfully submitted,
Lynn Hoth, Secretary