

• DUNKIRK PUBLIC LIBRARY  
536 Central Avenue  
Dunkirk, New York 14048

Minutes  
January 27, 2022

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

Excused: Lynn Hoth, Megan Geibner

Mary Beth Muldowney presided. Called to order at 4:22 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 December meeting were approved (S Nickle, N Tuggle)

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

RESOLVED: Approval of bills for January 2022. (N Tuggle, S Nickle)

RESOLVED: Approval of all recurring and routine bills for 2022. (N Tuggle, S Marsowicz)

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

- 1274 Facebook views
- 383 patrons and craft kits were distributed
- January 17 to February 11<sup>th</sup>-Valentine Reading Challenge-kids can earn a chance to win a gift basket
- February 12- We Love Books Day-kids can pick out a new book to keep
- February 28- COI will bring their parents group to visit the library and sign their kids up for cards

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

- The Ahlstrom Schaffer invoice for electrical work came in at about half of the original quote
- Roof Issues – nothing to update
- The payroll review has been submitted, staff wages have been updated with BLB and the insurance audit has been turned in.
- The Library Program Tracking spreadsheet has been updated to account for new tracking rules
- CCLS wants all libraries to have an up to date Collection Development and Photography Policy. Working on a draft policy.
- NYS Library Annual Report starts on 01/26/22
- Meetings and Conferences—
  - 01/14 CREATE Project meeting
  - 01/18 Trustee handbook Webinar
  - 01/19 CCLS Collection Development meeting
  - 01/21 CCLS Monthly meeting
  - 01/24 Niche Academy Training

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**New Business:**

Mike Jones from CCLS joined the meeting to go over the FSC Proposal. He provided estimates for switching from POTS lines to cellular and VoIP phone lines. He also provided estimates for continuing to use current vendors and switching to FSC. There seems to be very little downside to the library if we switch, and it will save the library money by switching to FSC.

RESOLVED: Approval to switch to VoIP lines and switch vendors to FSC. (S Marsowicz, M. Muldowney)

Mike also discussed the CCLS internet speed increases. While the cost per month for the library may go up, (exact figures are not yet available) the speed and benefits to our patrons outweigh the cost.

RESOLVED: Approval to increase internet speed (S Nickle, N Tuggle)

**Old Business:**

- DPL Policy Updates
  - Block Grant Requirements—update to financial policy (approval of recurring invoices for the year)
- Long Range Plan of Service
  - Reviewed draft plan that Jason had put together.
  - Jason will make changes we agreed upon
  - The Board will continue to review the plan on a regular basis and make changes and updates as warranted.

RESOLVED: Approval of Long Range Plan of Service (N Tuggle, S Marsowicz)

**New Business:**

- Tech Conference
  - Michele would like to attend a virtual ‘Computer in Libraries’ conference. The Board decided Jason can approve any expenses related to the conference up to \$500
- Health Insurance Renewal
  - The library will continue with Blue Cross Blue Shield. The rate has gone from \$543.79 to \$609.01 per month.

RESOLVED: Approval to continue with Blue Cross Blue Shield (N Tuggle, S Marsowicz)

Call for Executive Session at 5:40 pm

Executive Session ended at 5:44 pm

RESOLVED: Approval to amend the part-time staff vacation accrual policy in order to reflect the Library’s reduced hours of operation. (S Marsowicz, N Tuggle)

- Access Ramp in Children’s room
  - A grant from NCCF has been received and one from DFT may be coming. We should begin the process of bidding out the construction of the ramp.

RESOLVED: Approval to have construction on the ramp put out to bid (S Marsowicz, M Muldowney)

S Nickle and M. Muldowney motioned for the meeting to be adjourned at 5:53.

Respectfully submitted,  
Sara Marsowicz, Vice President