

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

April 26, 2022

Present: Sarah Marsowicz, Lynn Hoth, Jason Hammond, Pam Czarniak, Sue Nickle, Megan Giebner, Nancy Tuggle

Excused: Mary Beth Muldowney

S Marsowicz presided. Called to order at 4:20 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 March 2022 meeting were approved (N Tuggle, S Nickle)

RESOLVED: Financials for March 2022 are approved

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

- Facebook number reached -- 1364
- 239 story times and craft kits/snacks were distributed
- On April 6th Pam was the WDOE Person of the Day during the live remote from the Children's Room. Pam and Jason talked about story time, the craft kits, the summer program and about the teen programs. Michelle talked about the Computer Classes;
- Story time numbers have been increasing. 4/19 had 14 patrons attend (this was over Spring break)
- Pam and Jason will attend a summer program planning meeting at Prendergast on 4/27

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

- Book Club –14 people attended. Talking Leaves from Buffalo has been appointed by Wendy Corsi Staub's publisher to sell books during her visit on May 19;
- Construction Grants
 - No bids were received for the building window replacement project. The bid was reissued with an amended timeline for installation as manufacturing and shipping delays deterred contractors from applying due to our initial desire to have everything completed by Fall 2022,
 - A contractor from Erie came by to take measurements of the remaining windows to be replaced
 - Apex Window films has submitted a bill at Jason's request to help us meet our deadline for submitting final invoices to NYS. D&S are hoping to be in next week to complete the installation with Apex Window films to hopefully complete the project shortly thereafter;
- Block Grant – The first reimbursement check from the city has been deposited. (\$724.86 of the allotted \$1,500) Jason is working on the application to continue the snack program for the next school year;
- Teens/YA
 - The D&D group has gained two new participants,
 - Amelia B has been helping with the gaming sessions on the Fridays that she subs,
 - We received a phone call expressing interest in a teen book club.
- Computer Lab – In addition to Michele's ongoing classes, we hosted John Rusk's presentation on Bluebirds and Purple Martins. Nine people attended.
- Boiler—the larger unit required new valves, fittings and an expansion tank.
- Literacy Volunteers has expressed interest in partnering with us/CCLS again on an outreach grant to continue their digital tutoring program.
- Tamara – Flowers from the Board/Staff were delivered on 4/25. According to Roberta, she is doing well

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and allowed to drive again.

- Meetings and Conferences—
 - 3/29 Trustee Handbook Webinar
 - 4/6 State Historic Preservation Office
 - 4/11 Block Grant Application meeting at City Hall
 - 4/19 Trustee Handbook meeting
 - 4/22 CCLS Monthly meeting (after several postponements)

Unfinished Business:

- Construction Grant Proposals – Discussion on which of the many construction projects needed including
 - Move children’s computers
 - Upgrade remaining electric
 - Fix front door lamps, switch lights to LED
 - Fix crumbling plaster
 - Repair tile inside front door
 - Cement for bike rack

Decision was for Jason and his staff to put together a listing of the items they deem most pressing and begin to accept bids on the completion of the projects; Jason to check to see how the progress for the handicap ramp was going

- 2022 – 2023 Budget Proposal Discussion – a decision was made to wait until May to vote on the budget since Mary Beth was absent from the meeting

New Business:

- Snack Grant Authorizations – sign and submit to City
- Lake Shore Paving - \$638 to seal and stripe plus cost of fixing potholes near entry—Jason to contact for estimate of pothole fix
- Approve Trustee Election Documents:
 - No to overriding tax cap for next year’s budget
 - Resolution to hold trustee election (L Hoth, S Nickle all present in favor)
 - Approved legal notice for newspaper
- Discuss procedure for increasing the school district funds put on hold when lawyer did not call during meeting
- Jan’s Monthly Plan
National Library Week
Submit election legal notice to Observer 45 days before the vote and run four times

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

Respectfully submitted,
Lynn Hoth, Secretary