

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

February 22, 2022

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

M 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: The minutes for the January 2022 meeting were approved (S Marsowicz, L Hoth)

RESOLVED: Financials for January 2022 are approved (L Hoth, N Tuggle)

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

- 2410 Facebook views for January 2022
 - 133 story times and craft kits/snacks were distributed
 - Pam applied for \$1,500 grant from Dollar General Grant for the summer reading program primarily for books, but also computer software and prizes for readers
 - 29 patrons came in on February 12 for the Valentine's We Love Books' event. Valentine craft kits with candy and a free book for each child were given out
 - The Valentine's Reading Challenge had 5 participants. Sadie Boner won the basket raffle
 - A few entertainers for the summer program have been contacted and Pam is waiting for responses
 - The outdoor carnival is scheduled for July 7th for the beginning of the summer program
 - Trainings included:
 - Webinar "Oceans of Programming" on 2/16/22 showcased idea for the summer reading program, "Oceans of Possibilities". Activities, games, story times and craft ideas from librarians across New York State were demonstrated. 250 people attended.

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

- Book Club – The February meeting was postponed due to heavy snowfall on the regularly scheduled Thursday. Both the February and March books will be discussed in March
- Boiler—A motor on one of the two boilers died. A tech from Casale was able to fix it the following day, and he did the equipment inspection that has been requested last September at the same time
- Roof drain issue—the same tech as above asked about the progress of the roof drain and was under the impression the holdup was the roofers
- Construction Grants
 - David Walter stopped by for a consultation on 2/15/22. He reviewed details for the ADA ramp design and also said a number of installers were interest in submitting window bids soon.
 - We received the DFT grant for \$1,000 in support of the ramp installation
 - D&S glass believes that can begin installation on the upper rear windows near the end of February or early March
 - Since the windows should be installed soon, Jason contacted Apex Window films to get that portion of the project under way
- Alarm Systems – FSC was contacted after the last Board meeting; the parts needed for conversion to the new service are on order
- Computer Lab
 - Class participation has been increasing

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- Michele will be purchasing some new devices to use in trainings with our CCLS Senior Outreach grant funds
- Michele has expressed interest to CCLS in receiving one of 29 available licenses for the Northstar training program: <https://www.digitalliteracyassessment.org/about>
- Still waiting on revisions to the technology conference schedule mentioned last month so Michele can pick the session she wishes to attend
- Teen Activities
 - D&D continues with our regular group of kids twice a month
 - There has been a slight increase in interaction with our Discord channel
 - Dunkirk CSD has finally listed a new high school librarian on their website. Jason has reached out to introduce himself, but not gotten a response
- Comptroller's Office—they have been reviewing our Annual Update Report that is filled by JMA each year after they complete our audit. The OSC sent a list of questions that were forwarded to Lizzy for resolution
- NYS Annual Library Report—due to CCLS for review by 2/18/22
- Meetings and Conferences—
 - 1/26 Annual Report Prep Meeting with CCLS
 - 1/28 First of this year's online library advocacy meetings with elected officials
 - 2/16 Technology Forum @ Fredonia HS
 - 2/18 CCLS Monthly Meeting
 - 2/22 Trustee Handbook Webinar

Old Business:

- DPL Policy Updates
 - Block Grant Requirements—no updates this month.
- Long Range Plan of Service
 - Based on some questions contained in the Annual Report, we need to add a couple of sections (Collection Evaluation and Staff Training) and rephrase a couple of other so that we meet the requirements of various Report Items that say “as outlined in the Library's long-range plan of service
- Fire Department Knox Box -tabled in October 2021

New Business:

- CCLS Wi-Fi range expansion - \$60 each plus installation (DPL qualifies for two); will greatly increase outdoor connectivity to the Library's network. More connections mean we're providing more opportunities for service especially if the devices could reach the park across the street
- Executive session was called for to discuss the retirement of a long-time Library staff member (4:46 to 4:52)
- Jan's Monthly Plan
 - Continue with Budget Planning
 - NYS Annual Report due to CCLS (done)
 - Set date for Trustee Election and Budget Vote (if needed)
 - Calculate Tax Cap

S Marsowicz and L Hoth motioned for the meeting to be adjourned at 5:09.

Respectfully submitted,
Lynn Hoth, Secretary