

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

March 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 4:15 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 February 2022 meeting were approved (S Nickle, N Tuggle)

RESOLVED: Financials for February 2022 are approved

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

- 317 Facebook views for February 2022
- 234 story times and craft kits/snacks were distributed
- Pam applied for \$500 grant from "First Book" for the summer reading program to help with books to distribute to the children
- Story time numbers have been increasing. 3/17 had 10 patrons attend
- Two entertainers for the summer have been signed. Ben Berry will have a class to make hula hoops and teach the kids a few lessons. Cris Johnson is a magician who is very good with the kids and promotes reading. Pam also has a tip on a Bubble performer she is trying to connect with

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

- Book Club - Eleven people attended and the books from February and March were discussed due to February's weather closing. The clerks announced the Wendy Corsi Staub visit that is scheduled for May 19, 2022.
- Roof drain issue—Staff from Farrell repaired the roof directly around the drain. The guys from Casale are waiting for a good rain before they remove the scaffolding to make sure everything is repaired.
- Boiler—Utica National conducted an inspection on 3/4/22
- Construction Grants
 - The first set of windows are almost done. The upper panes of glass were 5" too big, so we are waiting on the appropriately sized materials to be installed
 - Bids for the remaining windows are due by 3/23/22
 - NYS approved the closure of the front door project; forms have been submitted and we are waiting on our last check to arrive
 - Jason submitted the Carnahan-Jackson grant request for \$4,000 towards the ADA ramp
 - The Federal SAM registration that qualifies the Library for government funds was renewed for another year
- Alarm Systems - The fire alarm is converted to the new internet-based system. The panic button install required revision since our current technology was too old to properly integrate with the new components. Mike and Jeff from CCLS came and helped run some ethernet cable to the correct install locations.
- Block Grant - The second quarterly report was due in March. 1094 snacks have been distributed since September 2021. The first request for reimbursement (\$724.86 of our allotted \$1500) was

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submitted

- Teens/YA
 - Rose is assisting with a Percy Jackson themed discord event that will run from 3/18/22 through 5/13/22. Teens will be able to submit art, compete in mythology trivia events, roleplay various adventures, and recreate aspects of the various Rick Riordan novels
 - Alison is using some of the “advance reader copies” of novels Jason has picked up from conferences as giveaways for our “Free Book Friday” trivia contest
 - Sondra Richards, the Dunkirk HS librarian, stopped in to introduce herself to Jason. They swapped some ideas and she took a few of our handouts to share at the school
- Computer Lab - Michele hosted a table at the SUNY Fredonia Job/Intern Expo and was able to share library information and gather details for potential lab interns. She also continues to draw good attendance for her programs at the Senior Center.
- Comptroller’s Office - The OSC and JMA worked out all the details and adjusted the appropriate reports.
- Meetings and Conferences—
 - 3/2 Library advocacy Meetings with Assem Giglio and Sen Borrello
 - 3/10 Teen Summer Reading prep conference
 - 3/16 Tech Forum on screen casting and creating video tutorials
 - 3/17 Robert’s Rules Agenda webinar (shared with the Trustees)
 - 3/18 Writing Bylaws webinar
 - 3/18 CCLS Meeting - canceled this month
 - 3/19 Create Project community roundtable on Saturday morning
 - 3/21 WNYLRC Advocacy Committee Meeting

Unfinished Business: none

New Business:

- Accepted the completed NYS Annual Library Report (S Marsowicz, S Nickle)
- Discussed possible projects for a construction grant—Jason to look for a company to perform an engineering audit
- Discussion on the budget for 2022-2023 Budget
- Executive session was called for to discuss personnel matters (5:45 to 5:47)
- Jan’s Monthly Plan
 - Resolution to override tax cap
 - Resolution to hold the trustee election and budget vote (if applicable) It was decided that the vote will take place on June 15, 2022, at the Library
 - Approve legal notice for the newspaper, submit to Observer so it’s published 45 days prior to election

S Marsowicz and M Muldowney motioned for the meeting to be adjourned at 5:50.

Respectfully submitted,

Lynn Hoth, Secretary