

Dunkirk Public Library  
536 Central Avenue  
Dunkirk, NY 14048  
Minutes

May 24, 2022

Present: Sara Marsowicz, Sue Nickle, Nancy Tuggle, Marybeth Muldowney, Pam Czarniak, Lynn Hoth, Megan Giebner

Excused: Jason Hammond

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

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

RESOLVED: The minutes of the April 26 meeting were approved with one change being that NT and SM motioned for the meeting to be adjourned at 5:05 as opposed to SM and MM.

RESOLVED: The Financials for April 2022 were approved.

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

- 219 Craft kits distributed and 1487 Facebook views
- Pam and Jason attended the summer program meeting in Jamestown on April 27<sup>th</sup>.
- Pam has been busy working on the summer program, preparing crafts, event and decorating the Children's Room.

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

- Book Club—Sixty individuals attended the Wendy Corsi Staub visit on May 19. Wendy shared exciting news on one of her series becoming a TV show. Cindy and Roberta did an excellent job organizing the event and received many compliments.
- Construction Grants and Projects-
  - Both D&S and Schaal submitted window bids once the deadline was extended.
  - Our UV reflective film has been applied to the new upper rear windows on 5/18/22, which completes that construction grant once the final paper work is submitted.
  - Jason applied for the one-year extension on for both of the above projects, but now that will not be needed for the AC & Film grant.
  - The draftsman submitted an alternative plan for the ADA ramp that would be less expensive, but Jason is not sure if he accounted for the pillar in the area that holds up the ceiling as it may not have been marked on the blueprint. Waiting for news from David W to see if this will pose a problem.
- Teens/YA—Friday D&D is now up to 7 kids. A Pirate-themed adventure will take place over the summer to coincide with the Summer Reading theme.
- Computer Lab—Michele has entered a ton of classes and one-on-one help sessions into our tracking spreadsheet. She is demoing a portable PC interface device that Jason got from a tech conference earlier in the Spring to see if it is something they would like to purchase. A winner for a free tablet will be drawn from the compiled attendance lists from the last few months of activities donated by CCLS.
- Building Review—
  - RE Kelley conducted the exterior review of our masonry and will work with David Walter to provide the library with a report

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- David came by and did a walkthrough to identify areas in the building in need of upkeep, restoration, or modernization. He will develop and present to the Board a multi-year plan of things we might want to undertake
- Ahlstrom Schaeffer came to do a review of the electrical system and will provide an estimate for LED fixtures, moving the Children's Room computers and the various other wiring considerations
- The Fredonia Museum would also like to switch to LED fixtures and suggested the possibility of filing joint grants with other local nonprofits
- Collection Development Policy—Compiled from the best parts of documents taken from six other libraries and reworked to fit the needs of Dunkirk
- Summer Reading Grant—submitted a request for \$250 to CCLS to be used for craft/project supplies for children and teens
- Meetings and Conferences
  - 4/27 CCLS Summer Reading Prep in Jamestown
  - 5/3 Trustee Handbook Webinar
  - 5/4 TIF Talks in Forestville – Education Tech Conference
  - 5/6 WNYLRC Advocacy Meeting
  - 5/12 Understanding Civil Service Webinar
  - 5/18 Dunkirk/Fredonia Nonprofit Advocacy Group
  - 5/20 CCLS Monthly Meeting Cancelled again due to death of a family member

#### **Unfinished Business**

1. **2022-2023 Budget Proposal Draft 3 was unanimously approved for a total of \$524,824.**
2. **Lake Shore Paving filled the ruts between street and parking lot for free. A thank you card was signed by all present.**

#### **New Business**

1. **Window Renovation Bids—A motion by LH to accept the bid from D&S Glass was proposed and seconded by SM—all votes were in favor**
2. **Collection Development Policy—A motion by NT and seconded by SN to approve the policy as presented—all votes were in favor**
3. **Architect Plan—a discussion occurred over the plan and cost submitted by David Walter for conducting an overall building review and development of a long term, multi-phased approach for remediating the various issues throughout the library including Mr. Walter assertion that the costs associated with this review could be added to any future construction grants we might apply for. Item was tabled until a future meeting when Mr. Walter could be present to answer any questions.**
4. **Jan's Monthly Plan**
  - a. **Give Candidate list to Election Board (none so far) by June 1**

**There was a request to add a discussion on the hours of operation to the June Agenda.**

**LH and MM motioned for the meeting to be adjourned at 5:10.**

**Respectfully submitted,  
Lynn Hoth, Secretary**