

**DUNKIRK PUBLIC LIBRARY**

**536 Central Avenue**

**Dunkirk, NY 14048**

**Minutes**

**October 25, 2022**

**Attendees Present**

Mary Beth Muldowney, Sara Marsowicz, Jason Hammond, Susan Nickle, Nancy Tuggle, Matthew Woelfle, Pam Czarniak, Megan Giebner

**Attendees Absent**

None

Mary Beth Muldowney presided. Called to order at 4:18 p.m.

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

RESOLVED: Minutes of the September 2022 meeting were approved (S. Marsowicz, M. Woelfle)

**Children's Room Report**

Submitted and reviewed by Pam Czarniak.

**Director's Report**

Submitted and reviewed by Jason Hammond.

**Old Business**

1. Knox Box-is recommended by local fire officials. The original estimates from Great Lakes, which no longer services the library, were presented. FFC is our new vendor and prices should be updated and reviewed.
2. Fire Monitoring Service-Jan indicated that the alerts go to the staff rather than the local fire/police departments. Sara was to follow up with the Fire Chief as to his recommendations.

3. Harassment Training - Proof of training should be provided to Jason ASAP. For those in need, the library system version posted on the staff page in October is available on the library website.
4. Finances/Income - A monthly discussion will be continued for budget increase in 2023. M. Giebner provided financial information for review.
5. NYSLRS Resolutions regarding the number of hours in a "standard work day" for each employee was discussed. Resolution will be drawn by Jason for approval by the board during the November 2022 meeting.

## **Executive Session**

Not needed.

## **New Business**

1. Susan Larivy presented a proposal to erect a bench in memory of her late husband in the back of the building. The Larivy family would pay for the bench, but maintenance would be provided by the library. Motion to approve was given by S. Nickle & N. Tuggle.
2. Thanks & acknowledgment was given for monetary gifts from the Dunkirk Exempt Vol. Fireman's Assoc., Kosciuszko Polish Home Assoc. & Looney Labs.
3. NYS Deferred Compensation Program discussed which offers the staff a voluntary only opportunity to invest into a retirement program provided by the state. Resolution was presented at the meeting and approved by the board.
4. Audit was finished by Johnson Mackowiak & Associates and is now available for review. Jason will follow up with them regarding what the risks found were & how we can amend.
5. Jan's monthly plans discussed. Jason & Michele attended CCLS Annual meeting on 10/12/22 and a request was made to the school district for funds which were received & deposited on 10/18/22.

Next meeting is scheduled for November 22, 2022.

S. Marsowicz & M. Woelfle motioned for the meeting to be adjourned at 5:28 p.m.

Respectfully submitted by,  
Susan Nickle, Secretary