

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, NY 14048
Minutes
August 29, 2023
Moved from August 22nd

Attendees Present

Mary Beth Muldowney, Susan Nickle, Matthew Woelfle, Pam Czarniak, Terri Sutherland, Jason Hammond, Sara Marsowicz

Attendees Absent

Bev Sutton

Mary Beth Muldowney presided. Called to order at 4:14 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 July 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. DRI Interest Project Form-Continue to develop the project profile with WSP, the organization designated by the city to work alongside the DRI planning committee. The three-minute pitch was presented at the 08/22/23 meeting with support from Mayor Rosas with hope the remaining committee members would do the same.
2. Interior Design Services-Proposal from Sara E. was given in July, but a suggestion was made to possibly contact someone locally to give a proposal as well and to form a committee to discuss.
3. Staff ID/Lanyards: Jason will continue to review catalogs to find an appropriate option.
4. Policy Updates-The Conflict of Interest and Board Bylaws were discussed and revisions are in progress. Once completed, the board will vote to approve.

New Business

1. NYS Construction Grant- The approval for the HVAC, Electrical, & Masonry grant was posted in the weekend of 08/12/23 newspaper. Casale's staff completed the HVAC work on 08/25/23. The electrical and masonry contractors hope to get us on the schedule in September or October.
2. Snack Grant-approval was given for \$2,000 to continue the after school snack & craft program. Board authorization was signed and forwarded to Nicole Clift @ Dunkirk City Hall.
3. Building Insurance-Danielle Marx delivered a new policy. She also suggested that we get an updated building appraisal as our coverage does not match the likelihood for costs to replace the building and its contents in case of an emergency. K LW Appraisal Group, Inc. was suggested & approved to do appraisal.
4. Front Bench-the replacement of the bench in front of the building was discussed. Finding a model to match the other bench would be over \$1,000 and shipping would be costly. Other bench options will be explored.
5. Thanks/Acknowledgements-A card of thanks was sent to Heart of the Game for their donation of 55 free RPG day items for our teen program. Also, acknowledgement was given to Michele Quatroche for her quick response to quell the fire that started during recent construction.
6. Finance/Income- Monthly discussion & budget planning.
7. Jan's Monthly Plan-Audit due at the end of the month and Brook Haggart is working on all of our documentation.

Next meeting is scheduled for September 26, 2023.

S. Marsowicz and T. Sutherland motioned for the meeting to be adjourned at 5:06 p.m.

Respectfully submitted by,
Susan Nickle, Secretary